

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Florida Court Reporting

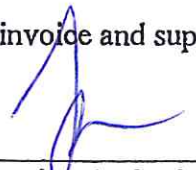
Control No.: Res. No. 2015-33 Invoice No.: 168072

Invoice Date: 3/1/16 Payment Amount: \$ 66.00

Project Supervisor/Responsible Official: Darlene Mather

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<u>DM</u>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<u>DM</u>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<u>DM</u>
<input type="checkbox"/> If final payment, have all deliverables been received ?	
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	<u>DM</u>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.

  
Approving Authority

Date: 3-2-16

Payment approved by the Board of Commissioners by Motion No. 2015-33 or the Consent Agenda, at its meeting on 9-9-15. (If applicable)

*entered 3-2-16*

# INVOICE

Florida Court Reporting  
 2161 Palm Beach Lakes Blvd.  
 Suite 302  
 West Palm Beach FL 33409  
 Phone:561-689-0999 Fax:

<b>Invoice No.</b>	<b>Invoice Date</b>	<b>Job No.</b>
168072	3/1/2016	118903
<b>Job Date</b>	<b>Case No.</b>	
2/24/2016		
<b>Case Name</b>		
Riviera Beach Community Redevelopment Agency		
<b>Payment Terms</b>		
Due upon receipt		

Tony Brown, Executive Director  
 Riviera Beach Community Redevelopment Agency  
 2001 Broadway  
 Suite 300  
 Riviera Beach FL 33404

Original transcript of:				
CRA Meeting 2-24-16				
11.00	Pages	@	6.00	66.00
<b>TOTAL DUE &gt;&gt;&gt;</b>				<b>\$66.00</b>

We appreciate your business!

Past due balance in excess of 30 days shall bear interest at the maximum rate allowable by law. Client agrees to pay all costs of collection, including attorney's fees.

**Tax ID:** 65-0466508

Phone: 561-844-3408 Fax:561-881-8043

*Please detach bottom portion and return with payment.*

Tony Brown, Executive Director  
 Riviera Beach Community Redevelopment Agency  
 2001 Broadway  
 Suite 300  
 Riviera Beach FL 33404

Job No. : 118903 BU ID : WPB  
 Case No. :  
 Case Name : Riviera Beach Community Redevelopment Agency  
 Invoice No. : 168072 Invoice Date : 3/1/2016  
**Total Due : \$66.00**

**Remit To: Florida Court Reporting**  
**2161 Palm Beach Lakes Blvd.**  
**Suite 302**  
**West Palm Beach FL 33409**

<b>PAYMENT WITH CREDIT CARD</b>		
Cardholder's Name: _____		
Card Number: _____		
Exp. Date: _____	Phone#: _____	
Billing Address: _____		
Zip: _____	Card Security Code: _____	
Amount to Charge: _____		
Cardholder's Signature: _____		
Email: _____		