

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Pittman Law Group


Control No.: Res. No. 2015-45 Invoice No.: 2016-145

Invoice Date: 2/25/16 Payment Amount: \$ 5,000.00

Project Supervisor/Responsible Official: Dardene Matcher / Annetta Jenkins

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	DH
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	DH
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	DH
<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 ?	DH
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	Sy
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	Sy

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



Approving Authority

Date: 3/2/16

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2015-45</u> or the Consent Agenda, at its meeting on <u>12-9-15</u> . (If applicable)
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entered
3-2-16

PITTMAN LAW GROUP, P.L.
 Wilhelmina Square
 1028 East Park Avenue
 Tallahassee, Florida 32301

Invoice

Date	Invoice #
2/25/2016	2016-145

Bill To
Riviera Beach CRA Attn: Annetta Jenkins

Due Date	Due Upon Receipt
3/1/2016	

Item	Description	Amount
Professional Services	Governmental Consulting for March 2016	5,000.00
Total		\$5,000.00

www.pittman-law.com

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