

**Riviera Beach CRA
Payment Authorization Checklist**

Vendor Name: Pittman Law Group
Control No.: Res. No. 2015-45 Invoice No.: 2016-209
Invoice Date: 5/23/16 Payment Amount: \$ 5,000.00
Project Supervisor/Responsible Official: Darlene Hatcher / Annetta Jenkins

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<u>DH</u>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<u>DH</u>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<u>DH</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>DH</u>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>DH</u>
<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.	<u>S</u>

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

Approving Authority [Signature]

Date: June 1, 2016

☐ Payment approved by the Board of Commissioners by Motion No. 2015-45 or the Consent Agenda, at its meeting on Dec 9, 2015. (If applicable)

entered 5-26-16 S

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

Invoice

Date	Invoice #
5/23/2016	2016-209

Bill To
Riviera Beach CRA Attn: Annetta Jenkins

RECEIVED
MAY 23 2016
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Due Date	Due Upon Receipt
5/31/2016	

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

www.pittman-law.com

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