

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Florida Court Reporting

Control No.: 2015-33 Invoice No.: 168272

Invoice Date: 3/28/2016 Payment Amount: \$ 378.00

Project Supervisor/Responsible Official: Darlene Hatcher

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

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

[Signature]  
Approving Authority

Date: 3/29/2016 PROCESSED

APR 1 8 2016

☐ 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 4-13-16

# INVOICE

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

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

Invoice No.	Invoice Date	Job No.
168272	3/28/2016	119195
Job Date	Case No.	
3/9/2016		
Case Name		
Riviera Beach Community Redevelopment Agency		
Payment Terms		
Due upon receipt		

Original transcript of:  
CRA Meeting 3-9-16

63.00 Pages @ 6.00 378.00  
**TOTAL DUE >>> \$378.00**

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.

(-) Payments/Credits: 0.00  
(+) Finance Charges/Debits: 0.00  
**(=) New Balance: 378.00**

**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. : 119195 BU ID : WPB  
Case No. :  
Case Name : Riviera Beach Community Redevelopment Agency  
Invoice No. : 168272 Invoice Date : 3/28/2016  
**Total Due : \$ 378.00**

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

## PAYMENT WITH CREDIT CARD



Cardholder's Name: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Zip: \_\_\_\_\_ Card Security Code: \_\_\_\_\_  
Amount to Charge: \_\_\_\_\_  
Cardholder's Signature: \_\_\_\_\_  
Email: \_\_\_\_\_