

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Florida Court Reporting
 Control No.: Res. No. 2015-33 Invoice No.: 169164
 Invoice Date: 6/20/16 Payment Amount: \$ 930.00
 Project Supervisor/Responsible Official: Darlene Hatcher

	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.	DH
<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.	Sy

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

 Approving Authority

Date: _____

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2015-33</u> or the Consent Agenda, at its meeting on <u>9-9-15</u> . (If applicable)

INVOICE

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

Invoice No.	Invoice Date	Job No.
169164	6/20/2016	120254
Job Date	Case No.	
6/8/2016		
Case Name		
Riviera Beach Community Redevelopment Agency		
Payment Terms		
Due upon receipt		

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

Original transcript of:

6-8-16 CRA regular meeting

155.00 Pages @ 6.00 930.00

TOTAL DUE >>> \$930.00

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: 930.00

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. : 120254 BU ID : WPB
 Case No. :
 Case Name : Riviera Beach Community Redevelopment Agency
 Invoice No. : 169164 Invoice Date : 6/20/2016
Total Due : \$930.00

**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: _____		