

TOWN OF LAKE PARK

REQUEST FOR DISBURSEMENT

Name and Address of Payee		Vendor Number	
Civic Plus		Amount of Check	\$9,135.00
		Finance Use Only	
		Amount Approved	
Description of Request		Date Approved	
Agenda Management		Approved By	
		Account Number	
Special Handling Instructions		106-49300	
		Digitally signed by Vivian Mendez, MMC DN: cn=Vivian Mendez, MMC, o=Town of Lake Park, ou=Town Clerk, email=vmendez@lakeparkflorida.gov, c=US	
		Date: 2023.11.01 13:20:29 -04'00'	
Req. By:		Approved By:	Vivian
Date:		Date:	Mendez, MMC

The "Requested By" and "Approved By" signatures above certify that this payment is for necessary and legal expenses of the Town of Lake Park, that funds are available in the indicated account to fund this payment, and the documentation to support the payment is attached for the Town's permanent record. If copies of documents are to be mailed with the check, those copies must be attached to the Request for Disbursement.



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#269666

10/1/2023

PO #

Bill To

Town of Lake Park
535 Park Ave
WEST PALM BEACH FL 33403

TOTAL DUE

\$9,135.00

Due Date: 10/31/2023

Terms	Due Date	PO #	Approving Authority
Net 30	10/31/2023		

Qty	Item	Start Date	End Date
1	Municode Meetings Ultimate Annual	10/1/2023	09/30/2024
1	Municode Meetings Hub Stand Alone Purchase	10/1/2023	09/30/2024
1	Municode Meetings Video Time-Stamping	10/1/2023	09/30/2024
1	Municode Meetings Custom Agenda Item Approvals Workflows	10/1/2023	09/30/2024
1	Municode Meetings Board Management	10/1/2023	09/30/2024

Total \$11,781.00

Due **\$9,135.00**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021