



City of Bristol Virginia Purchase Requisition Form

Requisition Date	
Department Name	
Purpose / Description	

Vendor / Seller	
Pay To: check one	<input type="checkbox"/> Vendor <input type="checkbox"/> Paid By City Credit Card

Purchase Order #		A purchase order is required if the amount purchased is over \$500. A purchase order is to be obtained before making purchase.
Invoice Number		
Invoice Date		
Payment Authorized By		

Material & Description	Charge to			Unit Price	QTY (#)	AMOUNT
	Fund	Dept.	Account #			
Documentation of Quotes Attached <input type="checkbox"/>					Total	0.00
Final Payment on Purchase Order <input type="checkbox"/>						

	<i>Approval Level</i>
Department Approval _____	Up to \$5,000
CFO Signature _____	Up to \$10,000
City Manager Signature _____	Up to \$15,000
Council Approved Date _____	Over \$15,000

Finance Dept. Use Only

Fiscal Year Budget	
Account Balance Prior to Purchase	
Current Purchase	
Balance After Purchase	
Budget Remaining After Purchase	

Completed Purchase Requisition, Documentation of Quotes and quotes' details if required, should be sent to Purchasing for further processing.