



City of Bristol Virginia Purchase Requisition Form

Requisition Date	
Department Name	
Purpose / Description	

Vendor / Seller *		* attach Form W-9 if new vendor
Pay To: check one	Vendor	Paid By City Credit Card
		Card #

Purchase Order #		A purchase order is required if the amount purchased is over \$1,000. A purchase order must 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	
Final Payment on Purchase Order <input type="checkbox"/>							

	Approval Level
Department Approval _____	\$5,000 or less
CFO Signature _____	Over \$5,000
City Manager Signature _____	Over \$10,000

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