CITY OF FAIRFIELD
PUBLIC WORKS - PURCHASE AUTHORIZATION FORM

The people listed on this sheet have **the authority to approve invoices and requisitions/purchase orders**, up to their maximum approval limit.

EMPLOYEE #	DEPARTMENT	LAST NAME	FIRST NAME	PAYMENT AMOUNT (NO PO OR SC)	PAYMENT AMOUNT (WITH PO)	REQUISITIONS/PURCHASE ORDERS YES/NO

Department Department Head Signature Date

Please email signed form to accountspayable@fairfield.ca.gov and to tylerhelp@fairfield.ca.gov

Updated 10/12/23