CITY OF FAIRFIELD
APPROVAL AUTHORIZATION FORM
(Maximum Per Purchase Limit - $25,000)

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

EMPLOYEE #	LAST NAME	FIRST NAME	A/P INVOICE LIMIT ($25K)	REQUISITIONS/ PURCHASE ORDERS YES/NO (LIMIT $25K)	EMPLOYEE SIGNATURE

Select Departmet

Department | Department Head Signature | Date

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

Updated 6/17/2024