



## Purchase Requisition

Vendor name: \_\_\_\_\_

Vendor address: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Elected official travel location: \_\_\_\_\_

Item #	Quantity	Description

Unit Price	Total	Budget Code

Check Request or Credit Card Only:
Date needed: _____
Payable to: _____
Payee address: _____
Credit card #: _____
Credit card usage: _____

\_\_\_\_\_  
 Department head approval Date

\_\_\_\_\_  
 Town manager approval over \$5,000 Date

\_\_\_\_\_  
 Governing body approval over \$40,000 Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act, NC GS 159-28(1):

\_\_\_\_\_  
 Finance officer certification Date

I have received and read a copy of the current Town of North Topsail Beach Credit Privilege Policy, and I understand and agree to its conditions:

\_\_\_\_\_  
 Elected official travel authorization Date