APPROVAL ORDER

OFFICIAL AUTHORIZATION DOCUMENT

Everyday Systems

REQUEST DETAILS

PROJECT / REQUEST TITLE

Routine Maintenance A

CATEGORY

Maintenance

CREATION DATE

12/27/2025

SUPPLIER

TOTAL AMOUNT

GBP 25,000

SCOPE & JUSTIFICATION

BUSINESS JUSTIFICATION

Quarterly check.

AUTHORIZATION CHAIN

REQUESTED BY

Alice Smith

ROLE	APPROVER	DATE	STATUS