



# APPROVAL ORDER

OFFICIAL AUTHORIZATION DOCUMENT

## REQUEST DETAILS

PROJECT / REQUEST TITLE

Stationery Bulk Buy

CATEGORY

Office Supplies

CREATION DATE

12/25/2025

SUPPLIER

TOTAL AMOUNT

GBP 200

## SCOPE & JUSTIFICATION

BUSINESS JUSTIFICATION

Paper and Pens.

## AUTHORIZATION CHAIN

REQUESTED BY

Alice Smith

ROLE	APPROVER	DATE	STATUS
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