

# APPROVAL ORDER

OFFICIAL AUTHORIZATION DOCUMENT



## REQUEST DETAILS

### PROJECT / REQUEST TITLE

**Spend approval workflow software**

### CATEGORY

IT Software

### CREATION DATE

1/6/2026

### SUPPLIER

Everyday Systems

### TOTAL AMOUNT

**USD 25,000**

## SCOPE & JUSTIFICATION

### BUSINESS JUSTIFICATION

To reduce financial and compliance risk by enforcing delegation of authority rules and capturing formal approvals in a single, auditable system.

### DETAILED SPECIFICATIONS

Provision of a spend approval and delegation of authority workflow solution, including request submission, approval routing, and approval documentation.

## AUTHORIZATION CHAIN

### REQUESTED BY

Demo Employee

ROLE	APPROVER	DATE	STATUS
Line Manager	Manager	1/6/2026	APPROVED
Finance Manager	Pending	-	PENDING
Head of Department	Pending	-	PENDING