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