

Company Expenditure Policy

Objective

To ensure all company expenditures are authorized, documented, and processed efficiently through a standardized procedure.

Policy Statement

All employees must submit a formal request and receive approval prior to making any expenditure. Failure to follow the outlined procedures may result in payment being denied or delayed.

Procedure

1. Initiate Request

- Obtain the **Expenditure Request Form**.
- Complete the form with the following details:
 - **Vendor Quote:** Attach a detailed estimate from the vendor.
 - **Expenditure Description:** Clearly state what the expenditure is for.
 - **Reason for Request:** Provide a brief explanation justifying the need.

2. Approval

- Submit the completed form and supporting documents to the **Chief Financial Officer (CFO)** for review and approval.

3. Approval Documentation

- Retain a copy of the signed, approved form for your records.
- Ensure all required documents are attached.

4. Submit to Accounts Payable

- Provide the approved **Expenditure Request Form** and all supporting materials to the **Accounts Payable Department** for processing.
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