

Approval Threshold Policy Template

Governance, Process & Reporting — Sample Template

Purpose

Defines who can approve spend or process exceptions at each dollar threshold, so requests route to the right person automatically instead of stalling in someone's inbox.

Threshold Table

Threshold	Approver	Turnaround Target
Under \$250	Manager	1 business day
\$250 – \$1,000	Department Head	2 business days
Over \$1,000	Finance Lead	3 business days
Non-standard / policy exception	Finance Lead + Department Head	3 business days

Escalation Notes

Requests above the approver's authority, or flagged as a policy exception, escalate to the next tier with written justification attached. Recurring exceptions should trigger a policy review rather than repeated one-off approvals.

When to Revisit This Policy

- Thresholds haven't been adjusted for company spend growth in 12+ months
- The same exception keeps getting approved at the same threshold
- A new spend category doesn't map cleanly onto an existing tier