

Procurement Policy

Internal document • Version 1.0 • 2026-02-04

1. Overview

This policy describes purchasing thresholds, approvals, and vendor selection.

2. Thresholds

- Under 500€: manager approval
- 500€–5,000€: department head approval
- Over 5,000€: Finance + Legal review

3. Vendor Due Diligence

All vendors must pass basic security and compliance checks before contract signature.

4. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.