

# Procurement Policy

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## 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.