

# Approval Matrix

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## 1. Summary

This document summarizes who can approve which categories of spend and access.

## 2. Spend

- Team Lead: up to 500€
- Director: up to 5,000€
- VP/Finance: above 5,000€

## 3. Access

Administrative access requires Security approval regardless of spend.

## 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.