

Finance Department – Policy Overview

Sections:

1. Expense Reimbursement

Employees must submit receipts within 30 days. Reimbursements processed bi-weekly.

2. Capital Expenditure Approval

All capital expenditures above \$5,000 require CFO approval.

3. Vendor Payments

Standard payment cycle is Net 30 unless otherwise agreed upon.

4. Approval Matrix

Role	Approval Limit
Team Lead	Up to \$1,000
Department Head	Up to \$5,000
CFO	Over \$5,000

Contact: finance-team@company.com