

## **Finance Department – Policy Overview**

### **Sections:**

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#### **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**

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

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