ACME Corp Procurement Policy

Version 2.1

1. Purpose and Scope

This policy establishes guidelines for all procurement activities at ACME Corp to ensure fiscal responsibility, compliance, and operational efficiency.

2. General Principles

- All purchases must be necessary for business operations
- Cost-effective alternatives should be considered
- Purchases must comply with role-based limits
- Policy violations result in PR rejection

3. Hardware Procurement

3.1 Standard Process

All hardware requests must:

1. Be submitted through the procurement system
2. Include business justification
3. Specify the intended user and their role
4. Be approved by appropriate authority based on amount

3.2 Equipment Tiers by Role

The following table defines maximum equipment costs by employee role:

Employee Role	Equipment Cap	Example Standard	Example Premium
Intern	$2,000	Dell Latitude 5400 ($1,200)	MacBook Air M2 ($1,299)
Junior (IC1-IC2)	$3,000	Dell Latitude 5500 ($1,800)	MacBook Pro 14" M3 ($1,999)

Senior (IC3-IC4)	$4,000	Dell Precision 5570 ($2,500)	MacBook Pro 14" M3 Pro ($2,499)
Staff+ (IC5+)	$5,500	Dell Precision 7680 ($3,500)	MacBook Pro 16" M3 Max ($3,499)
Manager	$4,500	Dell Latitude 7440 ($2,200)	MacBook Pro 14" M3 Pro ($2,499)

3.3 Exceptions

Equipment exceeding tier limits requires:

- Written business justification explaining why standard equipment is insufficient
- Manager approval (direct supervisor)
- VP approval (for amounts exceeding tier by more than 50%)
- Finance review for amounts >$5,000

4. Software Procurement

4.1 Approval Thresholds

Software purchases require different approval levels based on cost:

Amount	Approval Required	Timeline
$0-500	Self-service	Immediate
$501-2,000	Manager	2-5 business days
$2,001-10,000	VP + Security Review	5-10 business days
$10,000+	C-level + Legal	15-30 business days

4.2 Security Requirements

All software purchases over $500 must include:

- Security assessment for cloud-based tools
- Data handling review for tools processing PII
- IT approval for tools requiring system integration

5. Vendor Requirements

5.1 Preferred Vendors

For hardware:

- Dell (primary for Windows)
- Apple (primary for macOS)
- Lenovo (secondary)

For software:

- Existing enterprise agreements take priority
- Check with IT for existing licenses before new purchases

6. Purchase Requisition Process

6.1 Required Information

All PRs must include:

- Item description and specifications
- Quantity
- Unit price and total amount
- Business justification
- Requestor name and role
- Cost center
- Delivery address

6.2 PR Status Flow

- **Draft** - PR created but not submitted
- **Pending Approval** - Awaiting required approvals
- **Approved** - All approvals received, ready for PO
- **Rejected** - Policy violation or approval denied
- **Ordered** - PO issued to vendor
- **Received** - Items delivered and verified

7. Compliance and Enforcement

7.1 Policy Violations

Common violations include:

- Exceeding role-based equipment caps
- Missing required approvals
- Incomplete business justification
- Attempting to split purchases to avoid thresholds

7.2 Consequences

- **First violation:** PR rejected with guidance
- **Repeated violations:** Manager notification
- **Intentional circumvention:** HR review

8. Contact Information

- Procurement Team: procurement@acme.corp
- IT Hardware: it-hardware@acme.corp
- Finance Review: finance-procurement@acme.corp

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Policy Owner: Finance Department

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