

ABC Company – Asset Purchase Policy

The purpose of this policy is to define the approved asset categories and financial limits applicable for employees when purchasing equipment on behalf of the company. The policy is applicable to all permanent employees of ABC Company, and is structured according to the employee's current role level.

◆ Manager

Employees at **Manager** level may request business equipment necessary for performing their duties.

- **Maximum Purchase Limit: \$10,000** (per fiscal year)
 - **Approved Assets:**
 - Apple **MacBook** (any model approved by the IT department)
 - **Company Car**, including associated expenses such as:
 - Vehicle lease
 - Insurance
 - Regular servicing and maintenance
 - Managers can submit multiple purchase requests during the year, provided the **total combined value** does not exceed the yearly limit.
-

◆ Senior IC (Individual Contributor)

Employees at **Senior IC** level are permitted to request high-end devices or tools required to deliver critical project work.

- **Maximum Purchase Limit: \$10,000** (per fiscal year)
 - **Approved Assets:**
 - Apple **MacBook** for development and engineering activities
 - **Company Car** (basis of business justification and department approval)
 - Where a car is requested, the Senior IC must provide a short business justification and obtain approval from their line manager.
-

◆ IC (Individual Contributor)

Employees at **IC** level are eligible for standard computing equipment only.

- **Maximum Purchase Limit: \$3,000** (per fiscal year)
- **Approved Assets:**
 - **Lenovo Laptop** (standard specification as defined by the IT department)
- Any additional requests outside the standard laptop must be escalated to the department head for consideration.

All purchases must comply with the **Procurement Guidelines** of ABC Company and require pre-approval via the internal Purchase Request System. The company reserves the right to amend this policy at any time.