

SOP: Approval Workflow

This SOP defines the **approval workflow** process, detailing the procedures for manager review and finance department authorization. It ensures that all requests undergo thorough evaluation and validation by the designated manager before being forwarded to the finance department for final approval. This structured workflow aims to enhance accountability, maintain financial control, and ensure compliance with organizational policies.

1. Purpose

To outline the standardized steps required for obtaining approvals through the manager and finance department, ensuring consistent and compliant processing of requests.

2. Scope

This SOP applies to all requests requiring financial approval within the organization, including but not limited to purchase requisitions, expense claims, and budget allocations.

3. Definitions

- **Manager:** The designated individual responsible for preliminary review and validation of requests within their department or team.
- **Finance Department:** The team or personnel authorized to provide final financial approval and ensure policy compliance.
- **Requester:** The employee or entity initiating the request.

4. Responsibilities

Role	Responsibilities
Requester	Initiate the request and provide necessary supporting documentation.
Manager	Review, validate, and endorse the request. Ensure accuracy and compliance with departmental policies.
Finance Department	Verify, authorize, and approve requests in accordance with financial controls and organizational guidelines.

5. Procedure

1. **Request Submission**
 - The requester prepares the necessary documentation and submits the request using the designated system or form.
2. **Manager Review**
 - The manager receives the request for review.
 - The manager verifies the validity, completeness, and justification of the request.
 - If approved, the manager endorses and forwards the request to the finance department.
 - If rejected, the manager provides feedback to the requester for revision or clarification.
3. **Finance Department Authorization**
 - The finance department receives and reviews the endorsed request.
 - The finance team validates financial justification, budget availability, and organizational compliance.
 - Upon approval, the finance department authorizes the request and records the action as per policy requirements.
 - If rejected, the finance department notifies the requester and manager with reasons and further instructions.
4. **Record Keeping**
 - All approved and rejected requests are documented and archived for auditing purposes in accordance with organizational policies.

6. References

- Financial Policy Manual
- Organizational Compliance Guidelines

7. Revision History

Version	Date	Description	Author
1.0	2024-06-12	Initial SOP template release	[Your Name]