Procurement Approval Matrix

Purchase value thresholds mapped to the required approver and supporting documents.

Prepared for HashMicro style register **Updated** 2026-08-21

Approval Rules

No.	Purchase Value Threshold	Required Approver	Supporting Documents	Review Rule	SLA / Timing	Notes
1	**Up to ₱50,000**	**Department Head**	Purchase request, vendor quote, budget code, item specification	Single approver	Within 1 business day	For routine office and low-risk procurement
2	**₱50,001 - ₱250,000**	**Department Head + Finance Manager**	Purchase request, 2 supplier quotes, budget check, PO draft	Two-step approval	Within 2 business days	Use when budget impact needs finance review
3	**₱250,001 - ₱1,000,000**	**Procurement Head + Finance Director**	Purchase request, 3 supplier quotes, comparison sheet, budget	Sequential approval	Within 3 business days	For strategic or multi-vendor purchases
4	**₱1,000,001 - ₱5,000,000**	**COO + CFO**	Business case, purchase request, vendor comparison, contract draft,	Executive approval	Within 5 business days	Use for high-value procurement
5	**Above ₱5,000,000**	**CEO + CFO + Procurement Head**	Business case, board memo, vendor comparison, contract pack, budget sign-	Board or executive sign-off	As scheduled	Escalate for capital or sensitive purchases

Recommended use: route purchase requests through the threshold that matches the total value before tax and freight.