# Access & Approval Policy Builder for Small Teams

Use this simple template to build or refine your internal approval and access control policies.

## Section 1: Financial Approvals

☐ Define who can approve purchases over $100, $500, and $1,000.

☐ Require receipts and written justification for all reimbursements.

☐ Maintain a list of authorized approvers with contact info.

## Section 2: Access Management

☐ Maintain a current list of who has access to each system (accounting, payroll, etc.).

☐ Revoke access immediately upon termination or role change.

☐ Avoid shared credentials—require named user logins.

## Section 3: Oversight

☐ Review all vendor and payment activity quarterly.

☐ Require dual sign-off on new vendors or large one-time payments.

☐ Spot-check logs or financial reports monthly to validate activity.