



Purchasing Violations – “The Pink Sticker”

District employees are required to know and follow policies and procedures for purchasing goods and services. The “Pink Sticker” is used to identify payments that did not follow the TCISD purchasing policy. **These violations are extremely important**, our financial auditors will want to know why TCISD made a payment without following proper procedures. The three violations that will earn a pink sticker are:

- Purchase made **without a purchase order**
- Purchase order **exceeds 10% of its original amount**
- Purchase order was created **AFTER** the purchase

Pink sticker requests will be will be logged and repeated violations will result in mandatory purchasing training for the employee to be paid by the campus/department (currently \$225 per session).

Instructions for requesting a pink sticker:

1. Complete “Pink Sticker Request” form in its entirety- **MUST** be signed by employee & supervisor.
2. Send completed form along with invoice, PO, etc. to Brooke Lakner- this must be sent through interoffice mail- **DO NOT EMAIL.**

Once information is received and approved, it will receive a pink sticker and be sent to Accounts Payable for processing. Also, vendors will receive a letter explaining the violation and our policies. Vendors with repeated violations will be removed from the vendor list.