



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 **closed prior to receiving invoice**

Pink sticker requests will be entered into the finance system and follow the approval route for your campus or department with the superintendent as the final approval.

Instructions for requesting a pink sticker:

1. Submit pink sticker requisition in Skyward.
2. Once completely approved, send invoice/payment with “ok to pay” that references the pink sticker PO number to accounts payable.