

Purchasing Non-Compliance: AKA, “The Pink Sticker”

What is a pink sticker? (and why do I care?)

The pink sticker is used to identify payments that did not follow TCISD’s purchasing policy. **These violations of District policy are important**, because at year-end the auditor’s will want to investigate them. More specifically, the auditors are interested in why the district cut a check without going through the proper procedures (explanation required). There are three ways that a pink sticker may be needed:

- Purchase made **without a purchase order**
- Purchase is for **more than 10% of the PO amount**
- The PO was created **AFTER** the purchase

Ok, that makes sense... But really, why should I care about it?

Each time a pink sticker is used, information related to that transaction is recorded in a log. At the end of each month, the log is sent to both Ms. Margaret Lee, as well as Dr. Cavness for review.

I need a pink sticker for a purchase. This is an “Emergency”, how do I get one?

If you have a purchase that violates the district’s purchasing policy, you will need a pink sticker signed by Zachary Cowey before it can be paid. To do this, you must send the invoice, along with a written explanation, to ZCowey@tcisd.org (or inter-office mail). This explanation should spell out the reasons why the proper measures were not followed.

What happens if I continue to violate the purchasing policy?

The pink sticker should **RARELY BE USED**. It is simply a way to flag bad purchases. If a pattern of non-compliance develops for a given vendor, that vendor may be removed from TCISD’s “Approved Vendor List”. If we get to this point, said vendor would NOT be available to conduct business with TCISD.