



Tribe Services LLC Employee Purchase Authorization Agreement

This Agreement is made on this ___ day of _____, 2025, by and between Tribe Services LLC (Tribe) and [Employee Name] (“_____”).

Purpose

The purpose of this Agreement is to establish the requirement that all purchases made with any of the Company’s suppliers must be pre-authorized through a valid purchase order (PO). Any violation of this policy will result in a monetary fine and/or disciplinary action as outlined below.

Policy

1. Purchase Order Requirement:

- All purchases with suppliers on behalf of the Company must be approved in writing through an official purchase order issued by the Company.
- Verbal agreements or informal purchases are strictly prohibited unless prior approval is obtained.

2. Unauthorized Purchases:

- Any purchase made without a valid purchase order will be considered unauthorized and a breach of Company policy.

Consequences for Violation

1. Fine:

- The Employee agrees to reimburse the Company for unauthorized purchases, including the full purchase amount and a fine of \$200 per incident.

2. Disciplinary Action:

- Repeated violations may result in additional disciplinary actions, up to and including termination of employment.

Acknowledgment

By signing this Agreement, the Employee acknowledges understanding and agreement to the terms outlined herein. The Employee also acknowledges that violations of this policy may result in financial and/or disciplinary consequences.

Effective Date

This Agreement shall be effective as of the date signed below and shall remain in effect until terminated in writing by the Company.

Employee Signature: _____

Print Name: _____

Date: _____

Authorized Representative (Company):

Signature: _____

Print Name: _____

Title: _____

Date: _____