

Anonymous Tip

This form is intended to report serious concerns or questionable actions that may lead to incorrect financial reporting; are unlawful; are not within Pasadena Independent School District policies and procedures; may lead to finding misuse or theft of District property or funds.

Please provide as much information as possible.

Date(s): _____ **Time:** _____

Location/Campus/Department: _____

Individual(s) involved in incident: _____

Explain the incident: _____

Location of any available evidence (physical evidence or records): _____

Names and telephone numbers of credible witnesses:

Name: _____ **Name:** _____ **Name:** _____

Phone Number: _____ **Phone Number:** _____ **Phone Number:** _____

You may remain anonymous by not disclosing your name, or you can ask that your identity be kept confidential. If you remain anonymous, it may be more difficult to investigate your complaint.

If you ask that your identity be kept confidential, Internal Audit will protect your identity and disclose it only to the auditors or investigators assigned to review the complaint.

Please check the box if you would like your name to be kept confidential

Your name, if you choose not to remain anonymous: _____

Telephone Number: _____

Address: _____

Please mail the form to:

Pasadena Independent School District
Internal Audit Department
1515 Cherrybrook Lane
Pasadena, TX 77502