



REPORT OF UNSATISFACTORY PERFORMANCE

Date: _____

Vendor's Name _____

Purchase Order No.: _____

Date of P.O.: _____

Statement of Problem:

Report Prepared by: _____

Phone: _____

Authorized Signature/Title _____

Using Agency _____

VENDOR: Complete and return original form to R. Aaron Bowman, Interim School Business Administrator/Board Secretary, Purchasing Agent.

TO VENDOR: Please respond ***in writing*** within ten working days. Failure to respond may be grounds for disqualification from future bidding.

Vendor's Answer to Complaint:

Authorized Vendor's
Signature

Title

Date

Note: This copy will be used for performance evaluation.