DISTRICT SCHOOL BOARD OF PASCO COUNTY COMPLAINT REPORT

MIS Form #149 Rev. 7/90

FORWARD TO:

DISTRICT PURCHASING DEPARTMENT 20430 Gator Lane Land O'Lakes, Florida 34639

Initial:

Unless deemed an emergency, telephone complaints will not be pursued until this form is properly filled in and received by the Purchasing Department.

PLEASE NOTE: Verify all information to insure accuracy. This report becomes a permanent record of the vendor concerned and must be accurate to insure an equitable settlement and to serve as a guide for future purchasing decisions.

VENDOR/COMPANY	NAME OF PRO	DUCT/BRAND/MFGR.	ITEM NUMBER
DATE OF COMPLAINT	BID NUMBER	STATE CONTRACT	PURCHASE ORDER NUMBER
SCHOOL OR DEPARTMENT			1
RECEIVING ADDRESS			
NATURE OF COMPLAINT CHECK (✓) as many as applicable:		Use this space for a brief explanation of the complaint. Attach copies of any and all correspondence (or invoices	
Late Delivery (Received / /)		if price change).	orrespondence (or invoices
Damaged When Received	<u> </u>		
Poor Quality			
Substitute (Not as Ordered)	<u> </u>		
Price Change > 10% (Unauthorized)			
Shortage			
Overage			
Poor Service/Workmanship			
			_
PURCHASING USE ONLY	$\neg \neg$ \vdash		
TV RE()	UN()		
		Signature:	
		Verified by:	
			Principal or Bookkeeper

Distribution: White - Purchasing; Canary - Purchasing; Pink - Originator