



DISTRICT SCHOOL BOARD OF PASCO COUNTY

FOOD & NUTRITION SERVICES

PRODUCT EVALUATION REPORT

MIS Form #126
Rev. 2/01

DIRECTIONS

Use this report when, in your opinion, a product received fails to meet the standard indicated by the bid specification, particularly if a product is food. This report will serve as feedback information on food service items in order to maintain the desired quality according to specifications. Enter school name, date, and reason for reporting. Complete product information. Make accurate statements in describing the product. Information that tells exactly what is good or bad about a product is helpful in purchasing bid items. Attach labels and record code numbers found on the can lid. Sign and send white copy to, Food & Nutrition Services, District Office.

Item	Date Received / Refused (circle one)
Vendor	Vendor Product Number
Product Brand	Code # (can or pkg.)
Yield (portions per unit)	Size of portions

Check reason for this report and answer applicable questions. Attach to receiving copy of purchase order.

- | | |
|--|---|
| <p>_____ Did not receive on schedule</p> <p>_____ Did not receive item ordered</p> <p>_____ Did not receive quantity ordered</p> <p>_____ Invoice price different from order guide</p> | <p>_____ Inferior quality</p> <p>_____ Evaluation of new product</p> <p>_____ Other: Specify _____</p> <p>_____</p> |
|--|---|

Description of item when opened -

Description of item after preparation -

COMMENTS: (Request for item return, etc.)

Date
School
Manager's Signature

Distribution: White - Food & Nutrition Services, District Office
Canary - Food & Nutrition Services Manager's file