

**Vendor / Product Corrective Action**

<b>PO #:</b>	<b>Acquisition Type:</b> <i>Product</i> <i>Service</i>
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**SECTION I: Vendor/School Information**

Vendor Name & SAP Vendor Number

<b>School / Site Name</b>	<b>Site Number</b>
<b>School / Site Administrator</b>	<b>Contact Phone</b>

**SECTION II: Incident Details**

<b>Delivery Date</b>	<b>Invoice Number</b>	<b>*** Recurring Issue ***</b>
		Yes      No
<b>Products/Services were delivered (attach documentation)</b>		
Untimely	Incorrect	Incomplete
Invoiced Incorrect	N/A	

Describe

<b>Resolution(s)</b>	<b>Concern Resolved</b> Yes      No      Ongoing
	<b>*** Delivery Arrived ***</b>
<b>Contact Name</b> <small>Date</small>	Corrected      Completed      Invoice Corrected      N/A

Describe

**SECTION III: Signatures**

<b>Requester Signature</b> <small>Date</small>	<b>Proj. Mgr/Director Signature</b> <small>Date</small>
<b>Supervisor Signature</b> <small>Date</small>	<b>Date Forwarded to Purchasing</b>

**SECTION IV: Final Action**      Resolved (File)      Unresolved (Additional Action)

Additional Action Taken (If required)

<b>Final Resolution(s)</b>	<b>Concern Resolved</b> Yes      No      Ongoing
	<b>*** Delivery Arrived ***</b>
<b>Contact Name</b> <small>Date</small>	Corrected      Completed      Invoice Corrected      N/A

Describe

<b>Buyer / Manager Signature</b> <small>Date</small>	<b>Purchasing Director Signature</b> <small>Date</small>