

Vendor / Product Corrective Action

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

Vendor Name & SAP Vendor Number

School / Site Name	Site Number
School / Site Administrator	Contact Phone

SECTION II: Incident Details

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

Describe

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

Describe

SECTION III: Signatures

Requester Signature Date	Proj. Mgr/Director Signature Date
Supervisor Signature Date	Date Forwarded to Purchasing

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

Additional Action Taken (If required)

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

Describe

Buyer / Manager Signature Date	Purchasing Director Signature Date