



**PULASKI COUNTY SPECIAL SCHOOL DISTRICT
VENDOR PERFORMANCE REPORT**

INSTRUCTIONS: Complete this form to report exceptional or unsatisfactory vendor performance and submit it to the Purchasing Department.			
PURCHASE ORDER #	P.O. DATE	REQUISITION #	TODAY'S DATE
SCHOOL/DEPARTMENT NAME AND ADDRESS		VENDOR NAME AND ADDRESS	
REPORT INITIATED BY:		TITLE:	
EMAIL:	PHONE:	FAX:	
NATURE OF REPORT: (PLEASE CHECK ALL THAT APPLY)			
<input type="checkbox"/> Exceptional Performance (explain below)	<input type="checkbox"/> Unsatisfactory Installation		
<input type="checkbox"/> Late Delivery	<input type="checkbox"/> Incorrect Invoice		
<input type="checkbox"/> Unauthorized Substitution	<input type="checkbox"/> Incorrect Quantity		
<input type="checkbox"/> Inferior or Defective Merchandise	<input type="checkbox"/> Other (explain below)		
Detailed explanation: (Please be specific; attach additional sheets if more space is needed)			
Vendor response: Upon receiving a copy of this report, respond in writing within one week to: <p align="center">PCSSD Purchasing, P O Box 8601, Little Rock, AR 72216-8601</p>			
Name:	Title:	Date:	
FOR PURCHASING DEPARTMENT USE			