

## **BURKBURNETT Independent School District Vendor Performance Report**

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Purchase Order Request Number: \_\_\_\_\_

Date of Purchase Order: \_\_\_\_\_

Item/Catalog Number: \_\_\_\_\_

Please Check Reason for Noncompliance:

- Wrong Item Ordered
- Wrong Item Shipped
- Quality Not As Expected
- Item Arrived Damaged
- Item Arrived Defective
- Other \_\_\_\_\_

Upon receipt of three (3) notifications of Nonconforming Products/Services from vendor, the vendor shall provide a written response to the business office. Vendor may be deleted from vendor file for no response or an unsatisfactory response.