



Vendor Performance Report

Use this form to report a vendor performance that does not conform to the terms of the contract (or generally accepted standards) and requires corrective action by the Purchasing Department.

Instructions:

- Complete Part 1.
- Include any supporting pictures, documents or additional pages describing the issue.
- Submit Part 1 directly to the Purchasing Department. (do not send to vendor)

The Buyer associated with this purchase will send a copy of the report to the vendor along with instructions.

Part 1- Issues

Department or School	
Person Completing Report	
Email	

Vendor Name	
Date of Issue	
PO #	
Bid or Contract #	
Describe the issue	
Requested action	
Requested timeline for resolution	

☐	Check here if this is only a report and no action required.
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Department/School Administrator Signature	Date
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Part 2 - Vendor Notification

The Purchasing Department of Mesa Public Schools has received a Vendor Performance Report concerning product or services provided by your company, to one of our schools or departments.

- Review the issue(s) outlined in Part 1.
- Provide your response and suggested remedy below.
- Submit your response via email within ___ days, to the Buyer listed at the bottom of this page.

Additional information and instructions may be obtained by contacting the Buyer.

Company Name	
Phone, Email and Address	
Attn: (Sales Rep)	

Please review the issues outlined in Part 1 of this report (extra pages may be attached).
Provide your **response** and **suggested remedy** below. Then submit to MPS Purchasing Department via email.

The above response was completed by:

Name:
Title:
Email and Phone:
Date:

Remit to:

Mesa Public Schools	Buyer Name	
Purchasing Department	Buyer Email	



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Part 3 - Purchasing Department Action

Action taken by Purchasing Department (to be completed by Buyer):

Check all that apply:

☐	File report
☐	Remove Vendor from Bid List
☐	Cancel Contract
☐	Notify Bond Company
☐	Request Debarment
☐	Second Report: Date of Previous Report:
☐	Other:

Date sent to Vendor

Buyer Name

Buyer Signature & Date