

**REPORT OF UNSATISFACTORY MATERIALS AND/OR SERVICE**

**SCHOOL BOARD OF SEMINOLE COUNTY, FLORIDA  
PURCHASING AND DISTRIBUTION SERVICES DEPARTMENT**

400 East Lake Mary Blvd.

Sanford, Florida 32773

**REPORT OF UNSATISFACTORY  
MATERIALS AND/OR SERVICE**

Purchase Order No.	Bid No.:
Vendor Name:	User School/Dept.:
Address:	Prepared by:
City, State, Zip:	Date:
Telephone No.:	Principal/Dept. Head Signature:

STATEMENT OF PROBLEM: (Specifics of Unsatisfactory Materials or Service)
<i>Attach supporting documentation</i>

*Use reverse side or attachments if necessary*

Vendor's Response to Complaint

**To Above Referenced Vendor:** The above complaint has been submitted by a Seminole County school and/or department. In the space below (or via attachment), kindly respond within 10 days. Failure to respond, or an unsatisfactory response, could result in withholding payment on your invoice, termination of contract, or could be cause for disqualification from future bidding with the School Board of Seminole County.

Response:

Vendor Representative:	Signature:
	Date:
Title:	Telephone No: