



Employee Name: _____ Campus/Dept.: _____

Please check all that apply:

☐ Late delivery
 ☐ Failure to deliver
☐ Delivery made at wrong destination
☐ Other:

- ☐ Failure to identify shipments
- ☐ Improper product packaging or palletizing
- ☐ Vendor shipped incorrect merchandise
- ☐ Other:
- ☐ Failure to pick up incorrect shipment
- ☐ Short/over (weight or count)

☐ Failure to meet specifications ☐ Poor product quality and/or performance

☐ Other:

<input type="checkbox"/> Failure to replace damaged goods	<input type="checkbox"/> Failure to notify district of item discontinuation
<input type="checkbox"/> Failure to respond to letter, phone call, or email	<input type="checkbox"/> Failure to supply performance bond
<input type="checkbox"/> Failure to provide proof of insurance	<input type="checkbox"/> Failure to maintain insurance
<input type="checkbox"/> Failure to provide report(s)	<input type="checkbox"/> Failure to close out project as specified
<input type="checkbox"/> Incorrect invoices	<input type="checkbox"/> Repair parts not available
<input type="checkbox"/> Slow replacement of damaged goods	<input type="checkbox"/> Service not performed within specifications
<input type="checkbox"/> Poor customer service	<input type="checkbox"/> Unauthorized substitution
<input type="checkbox"/> Other:	

- ☐ Failure of workforce to meet specifications
- ☐ Falsification of/fraudulent submittals
- ☐ Incorrect allocation of work
- ☐ Unsatisfactory installation
- ☐ Other:
- ☐ Failure to comply with terms of contract
- ☐ Failed inspection
- ☐ Misrepresentation of qualifications

Please provide details on all issues selected above