**COMMENT TYPE:** **[ ]  Positive Report** **DATE:**

**[ ]  Negative Report**

|  |
| --- |
| **Reporter Information** |
|  |
| **Reporting Dept.:** |  |       |  |
|  |
| **Submitted By:** |       |
|  |
| **Job Title:** |       |
|  |
| **Email Address:** |       |
|  |
| **Phone Number:** |       |
|  |
| **Contract Information (*as applicable*)** |
|  |
| **Contract Title:** |  |       |  |
|  |
| **Contract Number:** |  |       |  |
|  |
| **PO Number:** |  |       |  |
|  |
| **Supplier Information** |
|  |
| **Supplier:** |  |       |  |
|  |
| **Contact Name:** |       |
|  |
| **Email Address:** |       |
|  |
| **Phone Number:** |       |
|  |
| **Performance Report Information** |
| **Describe and discuss the Supplier performance incident being reported:** |
|       |
|  |
| **What is the date the incident first occurred?** |  |       |  |
|  |
| **Was Supplier contacted? If so, on what date?** |  |       |  |
|  |
| **Has Supplier responded? If so, on what date?** |  |       |  |
|  |
| **What action has been taken?**      |
|  |
| **Did the supplier’s actions resolve the issue?** |  |       |  |
|  |
| **If no or not fully, would you like assistance from Procurement?** |  |       |  |
|  |
| **If Procurement assistance is requested, what action do you recommend?**      |
| **Please identify any documentation of the incident or any other attachments (emails, letters, etc.) you are submitting with this Report:**      |

**INSTRUCTIONS**

In order to ensure that Valdosta State University is receiving the best value for every dollar it spends, every contract is assigned a Project Manager who relied on to monitor and document supplier performance as applicable. Use this Supplier Performance Report to document a supplier’s performance (both satisfactory and non-satisfactory) when an incident occurs. Send completed reports to **procurement@valdosta.edu**.