**COMMENT TYPE:**  **Positive Report** **DATE:**

**Negative Report**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Reporter Information** | | | | | | | |
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| **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**](mailto:procurement@valdosta.edu).