

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CHILD NUTRITION DEPARTMENT

VENDOR COMPLAINT FORM

School

Vendor

Invoice #

Invoice Date

Item Description

PLEASE CHECK ALL THAT APPLY:

- Did not receive
- Incorrect Price - Overcharge
- Incorrect Price – Undercharge
- Damaged merchandise – need pick up request
- Damaged merchandise – returned
- Incorrect quantity
- Received but not ordered
- Not ordered and returned to vendor
- Quality – not accepted by students
- Quality – other

Description of
Complaint

FOR CENTRAL OFFICE USE ONLY

ACTION TAKEN AND RESULTS:

Central Office
Use Only