



Clarksville-Montgomery County School System
Purchasing Department
621 Gracey Avenue
Clarksville, TN 37040
Phone: (931) 920-7852 Fax: (931) 920-9852

NONCONFORMING PRODUCTS AND/OR SERVICES

TODAY'S DATE:	
YOUR NAME/JOB TITLE:	
SCHOOL/DEPARTMENT	
EMAIL ADDRESS:	
PHONE NUMBER:	
ORDER INFORMATION	
COMPANY NAME:	
PURCHASE ORDER NUMBER:	
DATE OF PURCHASE ORDER:	
ITEM/ CATALOG NUMBER:	
TERM CONTRACT NUMBER:	
BID/QUOTE NUMBER:	

Please check reason for noncompliance:

<input type="checkbox"/>	Wrong Item Ordered	<input type="checkbox"/>	Item Arrived Damaged
<input type="checkbox"/>	Wrong Item Shipped	<input type="checkbox"/>	Item Arrived Defective
<input type="checkbox"/>	Quality Not As Expected	<input type="checkbox"/>	Other (See Below)

If other, please list specific reason(s) for return of goods and/or reason(s) services were deemed unacceptable:

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Depending on the severity of the non conformance and/or number of submissions of Nonconforming Products and/or Services regarding goods/services provided by a vendor, the vendor will be required to provide a written response/explanation to CMCSS Purchasing Department. Failure to provide a response or receipt of an unsatisfactory response may result in the vendor being deleted from our prospective bidder's mailing lists and/or future proposals not being considered or removal from a contract.

To be completed by Purchasing Department: Date Received: Date Resolved: Action Taken: Initials:
