WV-82 (Rev. 03/2012)

State of West Virginia
Purchasing Division

VENDOR PERFORMANCE REPORT

REPORTING AGENCY

Agency Name		
Address		
Contact Person	*Telephone*	*Fax*
Date	*E-Mail Address*	

VENDOR

Vendor Name		
Address		
Contact Person	*Telephone*	*Fax*
Date	*E-Mail Address*	

VENDOR PERFORMANCE

Issue: ☐ Check if attached documentation

Vendor Response: ☐ Check if attached documentation

RESOLUTION

Check One: ☐ Situation Resolved *(Notification Only)*
☐ Situation Unresolved *(Assistance Requested)*

Documents Processed by: ☐ Agency ☐ Purchasing Division

Purchase Order #_____

Date: _____

Have attempts to resolve this problem with the vendor been made? ☐ Yes ☐ No

If "Yes", list details on an attach sheet and include responses from vendor and any other related documentation.

Final Resolution

Resolution Approved By:
(Provide Name/Title)

☐ Agency Signature_____

☐ Purchasing Division _____

Date of Resolution: _____

PURCHASING DIVISION USE ONLY

☐ Completed ☐ Follow-Up Required