

State of West Virginia
Purchasing Division

VENDOR PERFORMANCE

REPORTING AGENCY	Agency Name	
	Address	
	Contact Person	Telephone
VENDOR	Vendor Name	
	Address	
	Contact Person	Telephone
VENDOR PERFORMANCE	Issue:	
	Vendor Response:	
RESOLUTION	Check One: <input type="checkbox"/> Situation Resolved (Notification Only) <input type="checkbox"/> Situation Unresolved (Assistance Requested)	
	Documents Processed by: <input type="checkbox"/> Agency <input type="checkbox"/> Central Purchasing Purchase Order # _____ Date: _____	
	Have attempts to resolve this problem with the vendor been made? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", list details on back or attach other documentation, including responses by vendor.	
RESOLUTION	Final Resolution	
	Resolution Approved By: <input type="checkbox"/> Agency _____ (Provide Name/Title) <input type="checkbox"/> Purchasing _____	
PURCHASING DIVISION USE ONLY <input type="checkbox"/> Completed <input type="checkbox"/> Follow Up Required		