



Complaint to Vendor Form

**Onslow County Schools
Procurement & Materials
Management Dept.
200 Broadhurst Road
P. O. Box 99
Jacksonville, NC 28540
Phone: (910) 455-2211
Fax: (910) 455-1548**

Date: _____

<u>From:</u> School/Dept: _____ Address: _____ City/State/Zip: _____ By: _____ Title: _____ Phone Number: _____ Fax Number: _____	<u>Subject:</u> Purchase Order Number: _____ Dated: _____ (Attach Copy) Term Contract Number: _____ Bid/Quote Number: _____ Commodity Number: _____ Commodity: _____
<u>To Vendor</u> Name: _____ Address: _____ City/State/Zip: _____ Phone Number: _____ Fax Number: _____	<u>Note to Vendor - Please Read and Comply</u> Reply to the agency and copy to the Onslow County Schools' Procurement & Materials Management Department. Failure to reply could result in your company being disqualified from future proposal opportunities, or removal from a current contract for breach.

For Action Vendor Record Only

Complaint Must Be Specific and Detailed

Please register the following complaint:

Forward Copies To Vendor, Sherri Barnhardt/Procurement Director, and School/Dept File