Vendor Performance Report

This document should be used to document positive or negative performance by a State Procurement Office contractor and to state whether corrective action is required.

State Procurement Office
100 North 15th Ave
Suite 201
Phoenix, AZ 85007

PART 1		AGENCY REPORT		
Agency		Agency Address		
Contact	Telephone	Contact Address		
Vendor		Vendor Contact		
Contract No.	PO Number (attach copy)	Date	Invoice	Date

Describe the performance issue. Be accurate, complete and factual. Use an attachment if necessary.

☐ Reporting incident, no action requested.

☐ Specific action requested: _____

Signature of Agency Representative _____ Date _____

PART 2 - AzSPO ACTION

Date of Action _____ Action Taken: _____

Procurement Specialist _____ Date _____