



**State of North Carolina  
 Department of Administration  
 Division of Purchase and Contract  
 1305 Mail Service Center  
 Raleigh, NC 27699-1305**

**Complaint to Vendor Form**

Date: \_\_\_\_\_

<p><b><u>From</u></b></p> <p>Agency or Public School Unit: _____</p> <p>Address: _____</p> <p>City, State, and Zip Code: _____</p> <p>By: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p>	<p><b><u>Subject</u></b></p> <p>Purchase Order Number _____ Dated _____ (Attach Copy)</p> <p>Commodity Number: _____</p> <p>Commodity: _____</p> <p>Term Contract Number: _____</p> <p>Bid/Quote Number: _____</p>
<p><b><u>To (Vendor)</u></b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City, State, and Zip Code: _____</p> <p>Phone Number: _____</p>	<p><b><u>To Vendor – Please Note and Comply</u></b></p> <p>Reply to the agency and copy the Division of Purchase and Contract. Failure to reply may result in your company being deleted from our vendor registration system and/or your future proposals not being considered, or removal from a contract.</p>

For Action     Vendor Record Only

**Make Complaint Specific**

We have the following complaint: