

Purchasing Services
Vendor Performance Report

Please take a moment to let us know how this vendor has measured up to your expectations. The Purchasing office will use the information provided to evaluate vendor performances and the ability to meet preferred vendor status.

Vendor Name: _____

Commodity provided: _____

	Excellent	Good	Acceptable	Unacceptable
Commodity meets your needs:	_____	_____	_____	_____
Commodity meets your specifications:	_____	_____	_____	_____
Pricing:	_____	_____	_____	_____
Timeliness of delivery:	_____	_____	_____	_____
Completeness of order:	_____	_____	_____	_____
Responsiveness to inquiries:	_____	_____	_____	_____
Employee courtesy:	_____	_____	_____	_____

Comments: _____

Prepared by: _____

Title: _____

Date: _____

Phone: _____

