



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

AGREEMENT NUMBER

**USDA Foods Complaint Form**

To report a complaint regarding the quality of USDA Foods, please complete this form and send to the Office of Superintendent of Public Instruction, Child Nutrition Services, and Food Distribution Program via email: [fooddistribution@k12.wa.us](mailto:fooddistribution@k12.wa.us). Please include photos of product and numbers from packaging. **If you have an emergency situation, please call (360) 725-6209.**

Local Education Agency		Date Complaint Filed	
Contact Person		Title	
Address		Phone	Fax
		E-Mail	
Name of USDA Foods Item		USDA Foods Code	Pack Size
Contract No. On Case Or Sack	Plant No./ Vendor On Case Or Sack	Can Codes (if applicable)	
Date Packed		Date Received From OSPI	
No. of Cases Received	Used	Balance On Hand	We are continuing to use product: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments regarding USDA Foods Item _____ _____ _____ _____		<b>ACTION REQUESTED:</b>	
		For information only <input type="checkbox"/>	Seeking replacement <input type="checkbox"/>
		Vendor response <input type="checkbox"/>	Isolated incident <input type="checkbox"/>
		Other, explain: _____ _____ _____	

Sales Order No. _____	Purchase Order No. _____
Lot number _____	Receiving warehouse _____
Quantity received _____	Shipment month _____
USDA Foods code _____	
Condition of USDA Foods _____ _____	
Quantity on hand (unusable or questionable)	Cases _____
	Weight _____
Action taken _____ _____	