



Washington Office of Superintendent of
PUBLIC INSTRUCTION

AGREEMENT NUMBER

USDA Foods Complaint Form

To report a complaint regarding the quality of USDA Foods, 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. Please include photos of product and numbers from packaging. **If you have an emergency situation, please call (360) 725-6204.**

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 _____ _____ _____ _____		ACTION REQUESTED: For information only <input type="checkbox"/> Seeking replacement <input type="checkbox"/> Vendor response <input type="checkbox"/> Isolated incident <input type="checkbox"/> <u>Other, explain:</u> _____ _____	

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 _____	
