



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) 688-0326**

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: ☐ Yes ☐ No
Comments regarding USDA Foods Item _____ _____ _____ _____		ACTION REQUESTED:	
		For information only ☐ Seeking replacement ☐	
		Vendor response ☐ Isolated incident ☐	
		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 _____ _____			