



INSTRUCTIONS

1. Contact the distributor/manufacturer to verify origin of product (commercial vs. USDA Foods).
2. If it is a USDA Foods product, report complaint promptly to state agency.
3. Complete and e-mail this form along with pictures, if possible, to antonio.ante@dpi.wi.gov

GENERAL INFORMATION

1. School Food Authority (School) Name			Agency Code	Date <i>Mo./Day/Yr.</i>
2. School Food Authority (School) Address <i>Street, City, State, ZIP</i>				
3. Building Where Complaint Originated		Food Service Manager <i>First & last name</i>		Phone <i>Area/No.</i>
4. School Food Authority (School) Storage Facility Address <i>If different from above</i>				
5. Contact Person <i>First and last name</i>		Contact Person's Title		Phone <i>Area/No.</i>

USDA FOODS COMPLAINT

6. Delivery Method <i>Check only one</i> <input type="checkbox"/> State <input type="checkbox"/> Commercial	
7. <input type="checkbox"/> I have contacted the distributor and it is a USDA Foods product.	
8. Reason(s) for Complaint <i>Check all that apply.</i>	
<input type="checkbox"/> For Information Only	<input type="checkbox"/> Vendor Response Requested
<input type="checkbox"/> Seeking Restitution	<input type="checkbox"/> Notify Vendor, No Response Necessary
<input type="checkbox"/> Isolated Incident	
9. Date Problem was Discovered <i>Mo./Day/Yr.</i>	Date the USDA Foods Product was Received by Agency <i>Mo./Day/Yr.</i>
10. Material Identification Code and Description	Pack Size per Unit

The following information is found on the case, bale, can, or bag.

11. Vendor Name		Lot Number	
		Box Number	Can Code
12. Amount Received	Amount Involved in Complaint	Amount Remaining	

13. Detailed Description of Problem

STATE DISTRIBUTING AGENCY USE ONLY

14. DPI Approval Initials/Date <i>Mo./Day/Yr.</i>	Sales Order (SO) Number	SO Item Number	P.O. Number	P.O. Item Number
15. Warehouse Location		Vendor Ship Date <i>Mo./Day/Yr.</i>	Date Received by Warehouse <i>Mo./Day/Yr.</i>	