

USDA DONATED FOOD COMPLAINT FORM & INSTRUCTIONS

STATE: ALABAMA

COMPLAINT # _____

Please complete in as much detail as possible. This will assist us in determining which vendor supplied the commodity. NOTE: If the food is not a canned item, you will not be able to complete the can code section. Be as specific as possible on describing the problem or complaint. Please send a sample of any foreign material found in a commodity item with the complaint.

NAME OF THE RECIPIENT AGENCY: _____

ADDRESS: _____
P.O. BOX OR STREET

CONTACT PERSON: _____ TITLE: _____

TELEPHONE: _____ DATE COMPLAINT FILED: _____

COMMODITY: _____ MATERIAL NUMBER: _____

SALES ORDER & ITEM NUMBER: _____

CONTRACT #: _____

LOT #: _____ BOX #: _____

CAN CODE: _____ PACK DATE: _____

DATE PRODUCT RECEIVED: _____ SHIP DATE: _____

VENDOR: _____

LOCATION OF PRODUCT: _____

AMOUNT RECEIVED: _____ AMOUNT USED: _____ BALANCE ON HAND: _____

NUMBER OF CASES UNFIT FOR CONSUMPTION (YOUR JUDGEMENT): _____

AMOUNT ON HOLD: _____

REASON FOR COMP Seeking Replacement Isolated Incident
Other Vendor Response Notify Vendor, No Response Necessary

DESCRIPTION OF PROBLEM/COMPLAINT: _____

SIGNED _____
(Name of person making this report)