

Division of Purchases – Breach of Contract Dispute Complaint Form

This form must be submitted to the buyer on file

Please fill out the appropriate sections below

Vendor Name:

PO/Bid Number:

Vendor Contact Person:

(List name, business address, phone number, and email if applicable)

Department/Agency Name:

Contact Telephone Number:

Date Report Filed:

Department/Agency Contact Person:

(List name, business address, phone number, and email if applicable)

Department/Agency Legal Counsel:

(List name, business address, phone number, and email if applicable)

Name of Buyer:

Please provide the following information. If more space is needed, attach additional material to this complaint form.

- NOTE: Please ensure all references to the contract, as well as communications to the vendor (e.g., emails, letters, etc.) are explicitly cited and attached to this form.

1. Describe the problem.

2. Provide all appropriate citations to and references from the contract in question.

3. Describe a proposed course of action to resolve the dispute.

**4. I, _____ am requesting of the Purchasing Agent a
decision in accordance with my interpretation of the aforementioned contract.
(insert name above)**

**I certify that I have attached all relevant/supporting documentation involving the
contract dispute to this form.**

(please check box)

Date This Complaint Filed:

Name of Person Filing Complaint:

(Print name clearly)

(Sign)