

COMPLAINT LOG

Office of Child Nutrition Division of Purchasing and Food Distribution

Date of Occurrence: _____ Complainant: _____

Location of Incident: _____ Date MDE notified: _____

Specific problem and product involved (if any): _____

Date Product Received: _____ How much product involved: _____

How much product has been used?: _____ How much product remains?: _____

Contract number: _____ Notice to Deliver number: _____

Delivery Order number: _____ Commodity item?: _____

Comments/Resolution: _____

Manufacturer/Distributor representative or USDA personnel spoken with and phone number: _____

MDE Staff: _____ Date: _____

Complaint Number: _____