

SECTION 25: FORMS

INDEX OF FORMS

1. Vendor Complaint Form
2. Lee County Procurement Signature Authorization Form
3. Request for Miscellaneous Obligation

Vendor/Bidder Application with W- 9 Form – See website
Disaster Purchase Order (DPO) – See Website

LEE COUNTY VENDOR COMPLAINT REPORT

VENDOR: _____ DEPARTMENT _____

ADDRESS: _____ COMPLAINANT'S
NAME: _____CITY: _____ COMPLAINANT'S
TITLE: _____PHONE: _____ COMPLAINANT'S
PHONE#: _____

DATE: _____ QUOTE#: _____

CONTACT: _____ QUOTE TITLE: _____

NATURE OF COMPLAINT

_____ 01	Late Delivery	_____ 10	Goods Delivered Damaged
_____ 02	Unauthorized Substitute	_____ 11	Request to Cancel Due to Bid Error
_____ 03	Poor Quality	_____ 12	Problem w/vendor Personnel
_____ 04	Failure to Respond to Letter or Call	_____ 13	Failure to Replace Damaged Goods
_____ 05	Poor Service	_____ 14	Repair Parts Not Available
_____ 06	Failure to Respond to Service Call	_____ 15	Poor Workmanship
_____ 07	Incorrect Items Delivered	_____ 16	Failure to Provide Warranty, Manuals, etc.
_____ 08	Failure to Meet Specifications	_____ 17	Short Weight or Overshipment
_____ 09	Failure to Identify Shipment		

DETAILS OF COMPLAINT: (Attach additional pages if necessary)

ACTION TAKEN BY BUYER & OUTCOME: (Attach additional pages if necessary)

Buyer: _____ Date: _____

Has complaint been resolved? _____ Yes _____ No Date resolved: _____

**LEE COUNTY PROCUREMENT
SIGNATURE AUTHORIZATION**

_____ The following individual is being authorized to enter and/or issue requisitions, and order revisions in the One World® system.

_____ Authorization for the following individual to enter requisitions, or order revisions is hereby revoked.

Name of Individual:_____

Signature of Individual:_____

Department/Division:_____

List all Department/Division/Sections for which the above person is authorized:

NOTE: This form must be authorized by the Supervisor/Director of the individual or someone of higher authority.

Authorized By:

Name:_____

Title:_____

Signature:_____

Date:_____

REQUEST FOR MISCELLANEOUS OBLIGATION

(Date)

FROM: _____ REQUISITION NO.: _____

VENDOR: _____

Business Unit: _____

Amount: _____ Fiscal Year: _____

DETAILED EXPLANATION:

Authorized Signature/Date
(Department Director or above)

**IN ACCORDANCE WITH SECTION 22.0.1 ALL PURCHASE ORDERS FOR
MISCELLANEOUS OBLIGATIONS MUST BE ISSUED BY PROCUREMENT.**

If purchase amount exceeds \$50,000.00 – County Manager (or designee) signature is
required.

APPROVED BY COUNTY MANAGER (OR DESIGNEE):

Signature: _____

Date: _____

(AFTER APPROVAL A PURCHASE ORDER MUST BE ISSUED)