

Contract Status Notification

Date

Department

Department Contact

Contract

1. Vendor

2. Contract Description

3. Yearly Spend

and has

4. The contract is due to expire on:

Please review your department's usage of this contract during the past year and your projected service requirements during the next year. Indicate your desired action below:

Please Choose

Supplier Scorecard

Please complete the supplier scorecard below. Purchasing would like to help our suppliers improve and provide the best services and goods possible. We will follow up directly with your department when a rating of unsatisfied is noted.

Key Performance Indicators	Rating	Comments
Overall Experience		
On Time Delivery		
Quality of Product or Service		
Price and Product Availability		
Customer Service and Support		

Thank You!

