



SPRINGFIELD PUBLIC SCHOOLS PRODUCT EVALUATION FORM

This form has been developed to help identify problems with materials, supplies, services, and equipment purchased for the schools and offices of the Springfield Public Schools. If you have received items that you feel are unacceptable, please complete and return this form to Steve Pekarek at the Supply Center.

Your input is necessary and will help us to identify and resolve these problems. Please identify only items ordered from the Springfield Public Schools Warehouse. Orders placed by individuals or school based organizations will not be applicable for review.

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO CORRECTLY IDENTIFY THE ITEMS OR VENDORS IN QUESTION.

DESCRIPTION OF ITEM: _____

SPS SUPPLY # _____ REQUEST # _____

DATE OF PURCHASE _____

PLEASE STATE YOUR CONCERN: _____

SUGGESTED SOLUTION: _____

SCHOOL

SIGNATURE

Please return to: Steve Pekarek, Supply Center Manager