

USDA DONATED FOOD COMPLAINT FORM & INSTRUCTIONS

STATE: ALABAMA

COMPLAINT # \_\_\_\_\_

Please complete in as much detail as possible. This will assist us in determining which vendor supplied the commodity. NOTE: If the food is not a canned item, you will not be able to complete the can code section. Be as specific as possible on describing the problem or complaint. Please send a sample of any foreign material found in a commodity item with the complaint.

NAME OF THE RECIPIENT AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
P.O. BOX OR STREET

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE COMPLAINT FILED: \_\_\_\_\_

COMMODITY: \_\_\_\_\_ MATERIAL NUMBER: \_\_\_\_\_

SALES ORDER & ITEM NUMBER: \_\_\_\_\_

CONTRACT #: \_\_\_\_\_

LOT #: \_\_\_\_\_ BOX #: \_\_\_\_\_

CAN CODE: \_\_\_\_\_ PACK DATE: \_\_\_\_\_

DATE PRODUCT RECEIVED: \_\_\_\_\_ SHIP DATE: \_\_\_\_\_

VENDOR: \_\_\_\_\_

LOCATION OF PRODUCT: \_\_\_\_\_

AMOUNT RECEIVED: \_\_\_\_\_ AMOUNT USED: \_\_\_\_\_ BALANCE ON HAND: \_\_\_\_\_

NUMBER OF CASES UNFIT FOR CONSUMPTION (YOUR JUDGEMENT): \_\_\_\_\_

IS THE COMMODITY STILL BEING USED? YES NO AMOUNT ON HOLD: \_\_\_\_\_

REASON FOR COMPLAINT: Seeking Replacement For Information Only Isolated Incident  
Other Vendor Response Notify Vendor, No Response Necessary

DESCRIPTION OF PROBLEM/COMPLAINT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WANT A RESPONSE TO THIS COMPLAINT? YES NO

SIGNED \_\_\_\_\_  
(Name of person making this report)