



VENDOR CORRECTIVE ACTION CHECKLIST & SIGN-OFF

- **First Offense:**

Department Director verbally discusses with the vendor and follows up with an email (along with appropriate documentation) copying the Director of Strategic Sourcing

☐ *Email Attached*

- **Second Offense:**

Department Director sends email (along with appropriate documentation) to the Director of Strategic Sourcing who sends a warning letter to the representative and their Vice President indicating if there are further violations the representative's privileges will be revoked

☐ *Documents Attached*

- **Third Offense:**

1. Department Director meets with the Director of Strategic Sourcing to discuss revoking the representatives privileges
2. Prior to revocation of privileges, the department Director assures all key stakeholders are informed of the impending action
3. The Director of Strategic Sourcing sends a revocation letter to the representative and their Vice President and requests a meeting with representative's Vice President

Department Director
Signature & Date

Director Strategic Sourcing
Signature & Date

☐ *Documents Attached*

Note: Should a vendor representative's actions be egregious (theft, threatening, etc.) the department Director may proceed to the actions outlined in the Third Offense.