



**COMPTROLLER OF PUBLIC ACCOUNTS**  
**Vendor Performance Program**  
**VENDOR PERFORMANCE REPORT INACTIVATION/  
CORRECTION REQUEST**

Complete this form to request a vendor performance report (VPR) to be placed in inactive status and/or changes. Email this approved and signed form to: [vendor.performance@cpa.texas.gov](mailto:vendor.performance@cpa.texas.gov). Reports with a report grade which was previously revised by the comptroller, the executive head of a state agency may, within **48 months** of submission of a vendor performance report and grade, request to revise the report and grade for a particular purchase order or contract by submitting a written justification for the grade revision to the Vendor Performance Program.

**AGENCY INFORMATION**

Agency Name: \_\_\_\_\_ Division Director's Name: \_\_\_\_\_

Agency Contact Name: \_\_\_\_\_ Director Approval:  Yes  No

Agency Contact Email Address: \_\_\_\_\_ Division Director Email Address: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Division Director Signature \_\_\_\_\_

**PLEASE NOTE:** This inactivation/correction request must be reviewed and signed by your agency's procurement director.

**VENDOR INFORMATION**

Vendor Name: \_\_\_\_\_ VID#: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_ Report Grade: \_\_\_\_\_

Date VPR Created: \_\_\_\_\_ VPR Status:  Pending  Published

**INACTIVATION/CORRECTION JUSTIFICATION**

Duplicate  Request VPR inactivation/correction

Please provide a written justification for the inactivation/change request. The Statewide Procurement Division Management will review the request and provide a determination whether the VPR inactivation will be granted or denied.

**PLEASE NOTE:** To comply with CPA records retention policy, the VPR record will not be deleted. However, if determined necessary the VPR will only be placed in inactive status.

*Internal Use Only*

Inactivation/correction request:  Approved  Denied Date: \_\_\_\_\_