



## Employee Discount Program Vendor Request Form

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Name of Business \_\_\_\_\_

Name of Authorized Agent \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Business Location \_\_\_\_\_

Website Address \_\_\_\_\_

Discount(s) Offered \_\_\_\_\_

Please give a brief description of your discount offer, *to include the dates within which it will be offered*, as you would like it to appear on our website:

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Please list any requirements, *in addition to a valid Charger Card*, which will be required to obtain the discount: \_\_\_\_\_

By submitting this vendor request form for the UAHuntsville Employee Discount Program (EDP), you have read and agree to all guidelines set out in the UAHuntsville EDP Policy. You also agree and understand that this is not a contract for any purchase to be made by or on behalf of UAHuntsville. It is your responsibility to provide all the necessary information to have your product or service listed on the website of the University. Failure to provide all such information could result in a delay in processing your request. You agree to provide written notification to the UAHuntsville Human Resources Office about discontinuation, manufacturer recalls, or any other information about your product or service that would cause it to no longer be consistent with the mission of the EDP program and/or values of UAHuntsville.

I certify that I am authorized to submit this Vendor Request Form.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed forms by mail, email or fax to:  
UAHuntsville Human Resources  
301 Sparkman Drive, Shelbie King Hall 102, Huntsville, AL 35899  
benefits@uah.edu \* phone 256.824.6640 \* FAX 256.824.6908

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## Employee Discount Program Policy

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It is the policy of The University of Alabama in Huntsville (UAH) to permit vendors to offer their products and services to UAHuntsville Faculty and Staff at a discounted rate under the provisions of the Employee Discount Program (EDP). The EDP is free of charge to UAH faculty and Staff. The purpose of the EDP is to provide a network of information on special discount offers available. This policy sets forth the terms of the EDP for both UAH and participating vendors.

The following are guidelines for placement of discount offers on the UAH Human Resources web page:

1. Vendor discount offers are subject to the sole approval of the UAH Human Resources Office.
2. Vendor discounts should be meaningful and be of value to UAH Faculty and Staff.
3. Vendor's participation in the EDP shall not constitute or create a contract or an agent relationship between the vendor and UAH, for the provisions of any goods and service to UAH. Additionally, a vendor's participation in the EDP does not modify the terms of any existing vendor contract for goods and services with UAH.
4. UAH may discontinue the EDP at any time or prohibit a vendor from participating in the program or discontinue a vendor's participation or the vendor's ability to offer a particular product or service or discontinue without advance notice.
5. Vendor's participation in the EDP shall not constitute an endorsement by UAH of the vendor or the products or services offered by the vendor.
6. Inclusion of the product or service in the EDP shall not be interpreted as a guarantee by UAH of the quality or performance of a product or service.
7. Vendors shall require a valid Charger Card at the time of purchase of any qualifying product or service.
8. Vendors shall not offer discounts to products or services such as cigarettes or other tobacco products, gambling services or venues, sexual services or adult entertainment, alcohol, tanning services or firearms.
9. UAH shall approve the vendor's website link. Vendor shall keep its website information up to date if it uses a website to communicate information to the UAH community regarding prices, products, services, and dates discount is being offered.
10. Vendor shall immediately notify the UAH Human Resources Office via telephone or e-mail regarding any discount items that have been discontinued or withdrawn.
11. Vendor shall not disclaim knowledge of or responsibility for the authenticity or legality of their product or service.
12. Vendor shall comply with applicable UAH rules and regulations, guidelines and policies, and state law including any licensing or certification requirements applicable to the provisions of a particular service.
13. Vendors of student loans may not participate in the EDP and offer any of its products or services.
14. Vendor will not use UAH logos or seals or otherwise imply that participation in the EDP is an endorsement of the provider's product by UAHuntsville.
15. Application for participation as a vendor will be made on the approved Employee Discount Program Vendor Request Form. Interested vendors must complete the Vendor Request Form describing their products or services, the proposed discount rate, and all other requested information.
16. Once completed, the EDP Vendor Request Form is reviewed by the Human Resources Office to determine compliance with provisions of the EDP policy.
17. If the applicant's request is denied, the vendor will receive appropriate notification. All decisions of the Human Resources Office are final. There are no appeal rights associated with the EDP.
18. If approved, the Human Resources Office will authorize the vendor's appropriate information including website links to be displayed on the UAH Human Resources website.