



Employee Discount Program Vendor Request Form

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:

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 UAH Employee Discount Program (EDP), you have read and agree to all guidelines set out in the UAH EDP Policy. You also agree and understand that this is not a contract for any purchase to be made by or on behalf of UAH. 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 UAH 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 UAH.

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

Authorized Signature _____ Date _____

Return completed forms by mail, email or fax to:
UAH Human Resources
301 Sparkman Drive, Shelbie King Hall 102, Huntsville, AL 35899
employeediscounts@uah.edu | phone 256.824.6640 | fax 256.824.6908