



Vendor Request Form to Participate in UAH Employee Discount Program

Name of Business _____

Name of Authorized Agent _____

Business Phone Number _____

Business Location _____

Email Address _____

Website Address _____

Discount(s) Offered _____

Please give a brief description of your discount offer as you would like it to appear on our website:

Please list any requirements which will be required to obtain the discount (i.e. present valid Charger Card, discount code, etc.): _____

By submitting this vendor request form for The University of Alabama in Huntsville (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
Attn: Employee Benefits Team
301 Sparkman Drive
Shelbie King Hall, Room 102
Huntsville, AL 35899
benefits@uah.edu
phone 256.824.6640 | fax 256.824.6908

Employee Discount Program Policy

It is the policy of The University of Alabama in Huntsville (UAH) to permit vendors to offer their products and services to UAH 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 HR Benefits web page:

1. Vendor discount offers are subject to the sole approval of the UAH HR Benefits 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 HR Benefits 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 UAH.
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 HR Benefits 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 HR Benefits Office are final. There are no appeal rights associated with the EDP.
18. If approved, the HR Benefits Office will authorize the vendor's appropriate information including website links to be displayed on the UAH Human Resources website.