

# UAB Employee Perks Program

# **VENDOR REQUEST FORM**

New Discount       Change to Existing Discount       Remove Discount

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

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

Business Phone: \_\_\_\_\_

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

Website: \_\_\_\_\_

Description of Discount(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Discount(s): \_\_\_\_\_

Redemption Instructions: \_\_\_\_\_

\_\_\_\_\_

By submitting this request form, you agree that this is not a contract with the University of Alabama at Birmingham (UAB). You understand that this does not constitute an endorsement by UAB for your products/services. You also agree to provide any necessary information to list your product/service on the UAB website in order to prevent delays in listing. You agree to provide written notification to the below email address regarding discontinuation, manufacturer recalls or any other information about your products/services that may not meet the mission and values of UAB. You can visit the website at [uab.edu/perks](http://uab.edu/perks) for more details and to view existing discounts.

Name/Title of Authorized Agent: \_\_\_\_\_

Authorized Agent Email: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to:

**Kierra Parker**

**UAB Employee Perks**

Phone: (205) 975-9785

Fax: (205) 975-9681

Email: [perks@uab.edu](mailto:perks@uab.edu)

# UAB Employee Perks Program Policy

The University of Alabama at Birmingham (UAB) will permit vendors to offer their products/services at a discounted rate to current UAB employees. The UAB Employee Perks Program is offered to all current UAB employees free of charge. The employee will be considered eligible to receive a discount only if they are able to present their UAB employee badge at time of redemption.

The following are the criteria and guidelines for vendors:

1. Vendors may submit requests at any time. Discounts must be offered for at least one full year as of date of request. Exceptions may be considered for seasonal vendors.
2. UAB may discontinue the UAB Employee Perks Program or prohibit/discontinue a vendor from participating in the program at any time without advance notice.
3. Vendors should not offer discounts to products/services related to tobacco or alcohol, gambling, sexual or adult entertainment, tanning, firearms or health/life insurance.
4. Vendors shall immediately notify the email address below regarding any discounted items that have been discontinued, withdrawn and/or recalled.
5. Application for participation as a vendor will be made on the UAB Employee Perks Program Vendor Request Form. Once submitted, the request will be reviewed by the UAB Compensation Department to determine compliance with UAB's mission, values and program policies.
6. The vendor will receive appropriate notification after the application for participation has been approved or denied. All decisions are final and there is no appeals process associated with the program.

PROGRAM CONTACT:

**Kierra Parker**

**UAB Employee Perks**

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