

## Vendor Request to Participate in the USA Employee Discount Program

1. Name of Business: \_\_\_\_\_
2. Business Phone: \_\_\_\_\_
3. Business Email: \_\_\_\_\_
4. Business Location: \_\_\_\_\_
5. Business Website: \_\_\_\_\_
6. Name of Authorized Agent: \_\_\_\_\_
7. Agent Phone: \_\_\_\_\_
8. Agent Email: \_\_\_\_\_
9. Discount(s) offered:  
\_\_\_\_\_  
\_\_\_\_\_
10. Please enter a brief description of your discount offer as you would like it to appear on our website:  
\_\_\_\_\_  
\_\_\_\_\_
11. Please list how to redeem this discount (i.e., present a valid USA Employee ID badge, discount code, etc.): \_\_\_\_\_  
\_\_\_\_\_

By submitting this Request to Participate, you agree that this is not a contract with the University of South Alabama and you agree 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 form. You agree to provide written notification to the University of South Alabama Human Resources Office about discontinuation, manufacturer recalls or any other information about your product or service that may not meet the mission and values of the University of South Alabama.

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

Return completed forms by regular postal mail, email, or fax to:

University of South Alabama  
Human Resources  
Attn: Director of Human Resources, Benefits  
650 Clinic Drive TRP III Suite 2200

