



UNIVERSITY OF  
SOUTH ALABAMA

## 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  
Mobile, AL 36688  
[hmaincampus@southalabama.edu](mailto:hmaincampus@southalabama.edu)  
Fax: 251-460-7483  
Phone: 251-460-6133

## **University of South Alabama Employee Discount Program Guidelines and Program Policy**

It is the policy of the University of South Alabama (USA) to permit vendors to offer their products and services to the USA employee community at a discounted rate under the provisions of the Employee Discount Program (EDP). The EDP is free of charge to the USA employee community. 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 USA and participating vendors.

The following are guidelines for placement of discount offers on the USA Human Resources website:

1. Vendor discount offers are subject to the sole approval of USA Human Resources.
2. Vendor discounts should be meaningful and be of value to the USA employee community.
3. Vendor's participation in the EDP shall not constitute or create a contract or an agent relationship between the vendor and USA for the provisions of any goods and services to USA. Additionally, a vendor's participation in the EDP does not modify the terms of any existing vendor contracts for goods and services with USA.
4. USA 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 USA 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 USA of the quality or performance of a product or service.
7. Vendors shall require a valid Employee ID badge 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. USA 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 USA community regarding prices, products, services, and dates the discount is being offered.
10. Vendor shall immediately notify USA Human Resources in writing, via email, 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 USA rules and regulations, guidelines and policies, and state law including any licensing or certification requirements applicable to the provisions of a particular service.
13. Vendor will not use USA logos, athletic logos or seals or otherwise imply that participation in the EDP is an endorsement of the vendor's product by the University of South Alabama.
14. Application for participation as a vendor will be made on the approved Request to Participate in the Employee Discount Program form. Interested vendors must complete the Request Form describing their products or services, the proposed discount rate, and all other requested information.
15. Once completed, the Request to Participate form is reviewed by the USA Human Resources office to determine compliance with provisions of the EDP policy.
16. If the vendor's request is denied, the vendor will receive appropriate notification. All decisions of USA Human Resources are final. There are no appeal rights associated with the Employee Discount Program (EDP).
17. If approved, USA Human Resources will authorize the vendor's appropriate information including website links to be displayed on the USA Human Resources website.