
THE UNIVERSITY OF ALABAMA

Vendor Request to Participate in Bama Perks

1. Name of Business: _____
2. Business Phone: _____
3. Business Email Address: _____
4. Business Location: _____
5. Website Address: _____
6. Name of Authorized Agent: _____
7. Agent Phone: _____
8. Agent Email Address: _____
9. Discount(s) Offered: _____
10. Discount Offered to: _____ Employees _____ Students _____ Both
11. Please enter a brief description of your discount offer as you would like it to appear on our website: _____

12. Please list how to redeem this discount (i.e. present a valid Action card at checkout, discount code, etc.): _____

By submitting this Participation of Understanding document, you agree that this is not a contract with The University of 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 Alabama Benefits 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 Alabama.

Authorized Signature: _____ Date: _____

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

Emily Marbutt
HR Service Center
Box 870364
Tuscaloosa, AL 35487
emarbutt@fa.ua.edu
Fax: 205-348-8755
Phone: 205-348-7733

Bama Perks

The University of Alabama Discount Program Policy

It is the policy of The University of Alabama (UA) to permit vendors to offer their products and services to the UA community at a discounted rate under the provisions of a Discount Program (DP). The DP is free of charge to the UA community. The purpose of the DP is to provide a network of information on special discount offers available. This policy sets forth the terms of the DP for both UA and participating vendors.

The following are guidelines for placement of discount offers on the UA Human Resources Benefits web page:

1. Vendor discount offers are subject to the sole approval of the UA Benefits Office.
2. Vendor discounts should be meaningful and be of value to the UA community.
3. Vendor's participation in the DP shall not constitute or create a contract or an agent relationship between the vendor and UA, for the provisions of any goods and service to UA. Additionally, a vendor's participation in the DP does not modify the terms of any existing vendor contract for goods and services with UA.
4. UA may discontinue the DP 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 DP shall not constitute an endorsement by UA of the vendor or the products or services offered by the vendor.
6. Inclusion of the product or service in the DP shall not be interpreted as a guarantee by UA of the quality or performance of a product or service.
7. Vendors shall require a valid Action 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. UA 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 UA community regarding prices, products, services, and dates discount is being offered.
10. Vendor shall immediately notify the 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 UA 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 of student loans may not participate in the DP and offer any of its products or services.
14. Vendor will not use UA logos or seals or otherwise imply that participation in the DP is an endorsement of the provider's product by The University of Alabama.
15. Application for participation as a vendor will be made on the approved Request to Participate in Discount Program (*DP Request Form*). Interested vendors must complete the *Request Form* describing their products or services, the proposed discount rate, and all other requested information.
16. Once completed, the *DP Request Form* is reviewed by the Benefits Office to determine compliance with provisions of the DP policy.
17. If the applicant's request is denied, the vendor will receive appropriate notification. All decisions of the Benefits Office are final. There is no appeal rights associated with the Discount Program (DP).
18. If approved, the Benefits Office will authorize the vendor's appropriate information including website links to be displayed on the UA Benefits website.