



Vendor Commercial Solicitation Request Form

Vendor Company Information:

_____ Date of Form Completion

Company Name: _____

Company Address: _____

Company Phone: _____ Company Website: _____

Point of Contact for Orders: _____

Point of Contact for Contracts: _____

Type of Business: _____

List of commodities / products / services:

Does your company have any cooperative contracts (Omnia, Sourcewell, E&I, NASPO, TIPS, GOVMVMT):

Cooperative(s): _____

Contract Number(s) & Term of Contract:

UWF department(s) to be solicited and requested person(s): (Look through UWF's [Department/Office Directory](#) online)

IMPORTANT: Approved solicitors must stop by the [UWF Visitor's Center](#) for a visitor's pass.

Procurement & Contracts Authorization:

- Vendor is registered in Banner
- Verified contract(s) listed on cooperative(s)
- Verified information for UWF Go Shopping Page
- Notification sent to UWF Visitor's Center to authorize campus access

Signature: Vendor Management Processor

Date

Signature: Director

Date