



Vendor Commercial Solicitation Request Form

Vendor Company Information:

Date of Form Completion

Company Name: _____

Company Address: _____

Company Phone: _____ Company Website: _____

POC Name: _____

POC Phone: _____ POC Email: _____

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)

Email completed form to procurement@uwf.edu

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