



Vendor Request to Participate in ICC Employee Discount Program

Please print or type.

Vendor's Name: _____

Vendor's Address: _____

City: _____ State: _____ Zip: _____

Vendor's Phone Number: _____

Person of Contact: _____ Contact Number: _____

Contact Email: _____

Web Site Address: _____

Discount Type: ☐ New Discount ☐ Change to Existing

Description of Discount (Suggested language for ICC Intranet site)

Please explain how ICC faculty and staff can redeem this discount (i.e. show ICC ID card). Also, list any restrictions to the discount such as days/times and valid locations.

By signing this Vendor Request form, I agree that this is not a contract with Illinois Central College. The Vendor has read and reviewed the EDP Participation Guidelines and has agreed to proceed with providing a discount.

Signature of Business Owner or Authorized Agent

Date

Printed Name

Please return form by mail, email, or fax to: ICC-Human Resources, 1 College Drive, East Peoria, IL, 61635, hr@icc.edu, or 309-694-5789.

Illinois Central College
Employee Discount Program (EDP) Participation Guidelines

- The discount provided by the Discount Provider or the authorized agent of Discount Provider through the EDP represents an actual discount of the price of the goods and services normally offered by the Provider to the general public.
- Provider's participation in the EDP does not constitute or create a contract or an agent relationship between the Provider and Illinois Central College and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with Illinois Central College.
- To participate in the EDP Program, eligible providers must be nationally recognized companies or local businesses providing services in Central Illinois.
- The College reserves the right to refuse any vendor participation for any reason.
- The College may discontinue the EDP at any time or discontinue a Provider's participation in the program or the Provider's ability to offer a particular product or service without advance notice.
- The College may revise or modify the program at any time without advance notice.
- Provider may be required to re-enroll annually as an existing vendor to maintain an active status.
- Provider will require the employee to present a valid employee identification card or other reasonable evidence of college affiliation when the employee purchases the product or service.
- Provider will not offer discounts to products or services such as cigarettes or other tobacco products, gambling services or venues, sexual services or adult entertainment, alcohol, or firearms.
- Provider will keep its Web Site information up to date, if it uses a Web Site, to communicate information to employees regarding prices, products, services, and dates discounts is being offered.
- Provider will not solicit on campus or contact an employee in person, via email, or by written materials during the employee's workday except as authorized by ICC Human Resources in compliance with ICC policies concerning solicitation.
- Provider will not disclaim knowledge of or responsibility for the authenticity of legality of their product or service.
- Provider will comply with applicable Illinois Central College regulations, policies, and/or State law including any licensing or certification requirements applicable to the provisions of a particular service.
- Providers of student loans may not participate in the employee discount program and offer any of its products or services.
- Provider will not use Illinois Central College logos or seals or otherwise imply that participation in the EDP is an endorsement of the provider's product by Illinois Central College.
- Changes/updates to discounts will be done on a monthly basis to the Web site.

FOR ICC HUMAN RESOURCES OFFICE USE ONLY

____APPROVED ____DECLINED

SIGNATURE: _____ DATE: _____