



UNIVERSITY OF FLORIDA

VENDOR RESOURCE INFORMATION FORM

The Division of Small & Minority Business Affairs is compiling information from departments and academic units that will be used to develop a Resource Guide for vendors wishing to do business with the University of Florida. Please take a moment to complete this form and mail it to **Box 115250**, or fax it to **392-8837** by **March 25, 1999**. Feel free to make copies of this form should it apply to several people in your area. *Thank You!*

College _____ Department _____

Post Office Box _____ Bldg. _____ Room _____

Who does the buying or meets with vendors in your department?

Name _____ Telephone _____ Ext. _____

Email _____ Fax _____

Name _____ Telephone _____ Ext. _____

Email _____ Fax _____

Please identify the commodities and/or services purchased by your department / academic unit by placing a check in the appropriate boxes: (*under \$25,000*)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Computer Systems | <input type="checkbox"/> Furniture – Lab | <input type="checkbox"/> Office Equipment |
| <input type="checkbox"/> Air Conditioning Eq. | <input type="checkbox"/> Construction | <input type="checkbox"/> Furniture – Hospital | <input type="checkbox"/> Office Machines |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Copiers & Supplies | <input type="checkbox"/> Furniture – Non Office | <input type="checkbox"/> Office Supplies |
| <input type="checkbox"/> Animal Supplies | <input type="checkbox"/> Copy Services | <input type="checkbox"/> Gases – Industrial | <input type="checkbox"/> Paint and Supplies |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Dental Equip. | <input type="checkbox"/> Gases – Medical | <input type="checkbox"/> Paper – All Types |
| <input type="checkbox"/> Audio Visual Equip. | <input type="checkbox"/> Draperies & Blinds | <input type="checkbox"/> Graphic Systems | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Biologicals | <input type="checkbox"/> Electrical Equip. | <input type="checkbox"/> Hand Tools | <input type="checkbox"/> Photographic Equip |
| <input type="checkbox"/> Bookbinding | <input type="checkbox"/> Electronic Equip. | <input type="checkbox"/> Hardware Items | <input type="checkbox"/> Photographic Services |
| <input type="checkbox"/> Building Supplies | <input type="checkbox"/> Envelopes | <input type="checkbox"/> Hospital Equip. & Supp | <input type="checkbox"/> Printing Services |
| <input type="checkbox"/> Carpet & Tile | <input type="checkbox"/> Fasteners | <input type="checkbox"/> Lab Equip. & Supplies | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Chemicals – Commercial | <input type="checkbox"/> Food Service Equip. | <input type="checkbox"/> Laundry Equipment | <input type="checkbox"/> Radio & TV Equipment |
| <input type="checkbox"/> Chemicals – Janitorial | <input type="checkbox"/> Heating & HVAC | <input type="checkbox"/> Laundry Services | <input type="checkbox"/> Safety Equipment |
| <input type="checkbox"/> Chemicals – Lab | <input type="checkbox"/> Janitorial Services | <input type="checkbox"/> Lawn Equipment | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> Clothing & Apparel | <input type="checkbox"/> Freezers - Lab | <input type="checkbox"/> Lumber | <input type="checkbox"/> Scientific Instru. & Equip. |
| <input type="checkbox"/> Computer Software | <input type="checkbox"/> Janitorial Supplies | <input type="checkbox"/> Medical Lab Services | <input type="checkbox"/> Telephones & Pagers |
| <input type="checkbox"/> Computer Supplies | <input type="checkbox"/> Furniture – Office | <input type="checkbox"/> Musical Instrument | <input type="checkbox"/> Veterinary Equipment |

Do you permit vendor visits? Yes No. If yes, is an appointment required? Yes No

Best days for vendor visits _____ Best times: _____

Do you accept product samples? Yes No

Would you like to receive a copy of the Vendor Resource Guide? Yes No

Completed By _____ Date _____