

## How to Do Business with UK

1. Get Registered - Take the first step and get your business registered in the University of Kentucky's database. You will need to submit a completed "Vendor Registration Form" to the Purchasing Division. This form will ensure that your business is on file in our payment system. The form can be downloaded from our website at [www.uky.edu/Purchasing/diversity.htm](http://www.uky.edu/Purchasing/diversity.htm) or you may call (859) 257-9100 to have one mailed to you.
2. Meet with UK Contracting Officers - We would like to know more information about the commodities and services your company provides. A face-to-face meeting with our contracting officers will ensure that your business does not get overlooked. To schedule a meeting, please contact Reagan Streetman, UK's Supplier Relations Manager at (859) 257-9100 ext. 238 or via email at [rstre2@email.uky.edu](mailto:rstre2@email.uky.edu).
3. Take Advantage of Opportunities - Bid and proposal opportunities can be found by accessing UK's website at [www.uky.edu/Purchasing](http://www.uky.edu/Purchasing). This site is updated daily, so please be sure to check this site regularly.
4. Ask Questions - Contact the University of Kentucky's Purchasing Division at (859) 257-9100, so that we can answer any questions you have about the purchasing process.
5. Pound the Pavement - Visit campus and promote your business. In addition to getting to know the UK's Purchasing Division staff, you will also get to know our employees and departments. These are the people who will procure your commodities and/of services.

For more information regarding the University of Kentucky's Supplier Diversity Procurement Program, please contact Reagan Streetman at (859) 257-9100 ext. 238 or via email at [rstre2@email.uky.edu](mailto:rstre2@email.uky.edu).

We look forward to doing business with you!