



HOW TO DO BUSINESS WITH THE UNIVERSITY OF KENTUCKY

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 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, go to <http://www.uky.edu/Purchasing/purchcomlist.htm>. There you will find a list of commodities and the contracting officer who handles them. Click on the contracting officer's name and you will be able to send them an email to schedule an appointment.
3. Take Advantage of Opportunities - Bid and proposal opportunities can be found by accessing UK's website at 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/or services.

For more information regarding the University of Kentucky's Supplier Diversity Procurement Program, please contact Denise Finn at (859) 257-5474 or via email at Denise.finn@uky.edu.

We look forward to doing business with you!