

**UVA E-Cup 2018-19 Concept Competition
Distribution of Awards**

Congratulations on being selected as a possible prize recipient! Please fill out the following regarding the distribution of payment to your company. By signing the form, you confirm that you have read and agree to the terms outlined on this form. Payment made directly to a business entity formed specifically for the purpose of implementing your concept. All team members **must** also sign, print respective names and date the form in the spaces provided.

TEAM NAME: _____

Point of Contact for the Team

Name: (e.g. Cheryl Wagner) _____

Student email address: _____

Contact Phone number: _____

Please list your business entity name and tax ID:

Business Entity Name: _____

Business Entity Tax ID: _____

Printed name, signatures and date of all members:

1. PRINT _____

Sign & Date _____

2. PRINT _____

Sign & Date: _____

3. PRINT: _____

Sign & Date: _____

4. PRINT: _____

Sign & Date: _____

5. PRINT: _____

Sign & Date: _____

6. PRINT: _____

Sign & Date: _____

Please return this completed form to your Competition Manager or to Madelyn Taylor
(taylor@m@arden.virginia.edu).

To pay your company we will need for you to register as a UVA Vendor. Please follow this link to the online form: <http://www.procurement.virginia.edu/pagevendorformsvlist>

To Register As a New Vendor at UVA

- Visit the links on this page and become familiar with our policies and guidelines.
- Complete and submit the Vendor Registration Form, which is on our secure server to protect your information. If you are unable to access the secure web form, please contact our Vendor File/1099 Specialists.
- You must register with UVA to be paid.
- We also urge you to register with eVA, the state's e-Procurement system.
- In order to be classified as a Minority- or Woman-owned or Small business, vendors must also be certified as such by the Virginia Department of Minority Business Enterprise (VDMBE). Vendors may request VDMBE certification at <http://www.dmb.e.state.va.us/swamcert.html>. At least one price quotation from a VDMBE- certified Minority- or Woman-owned business is required for a non-contract purchase at any dollar level; qualified vendors who obtain certification will improve their exposure to the purchasing community at UVA.