**SMU Preferred Providers – BUSES and GROUND TRANSPORTATION**

***Revised 3-8-22***Buyer: Cathy Heckman
checkman@smu.edu
214-768-2174

1. **\*\*\*SMU Requester must receive a RESERVATION # from the transportation company for the trip to be ‘BOOKED’. The trip is not BOOKED (placed on the schedule) until the reservation process is completed. *\*Note: a confirmation email DOES NOT reserve the bus*.**
2. **A Purchase Order is required for all bus and ground transportation trips. Purchasing will email the Purchase Order (PO) to the ground transportation company.**
3. **SMU eProcurement requisitions must include the RESERVATION #, RESERVATION FORM, AGREEMENT/CONTRACT, ITINERARY AND ESTIMATE RECEIVED.**
4. **Only SMU employees can request and reserve bus service rentals. Non-SMU employees, independent contractors, and students are not allowed to reserve or book bus services. Exceptions must be approved by Purchasing prior to booking the rental.**
5. Bus service rentals paid with SMU funds must be associated to a university department.
6. Bus service companies will issue a Net30 invoice for services rendered. Credit card or SMU Card payments are not allowed.
7. **SMU REQUESTERS must provide the following information to the vendor for billing purposes**
* **Vendor Supplier ID #**
* **TRIP NAME OR PURPOSE**
* **Requester name, phone and email address** *(must give SMU email address)*
* **Requesting department** *(i.e. MBA Office*)
* **Requesting school or division** *(i.e. Cox School of Business, DEA, etc.)*
* **Department Financial Liaison or Financial Business Manager**
* **ORG#**

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### Echo Transportation (Supplier ID# 78565)

9314 West Jefferson Blvd.
Dallas, TX 75211

<https://echotransportation.com>

**Main office lines:** 972-993-7500

855-339-3246 (855-DFW-ECHO)

***Email quote requests with a proposed itinerary to Primary Contact and Reservations****:*

**Primary Contact:**

Carole Sharapata, Sales Account Manager

Echo Transportation

817-572-4114 ext.7033

carole@echoafc.com

**Reservations**

sales@tblcorp.com

**Mailing address** **Remittance address:**

*(Purchase Order address)* PO Box 677872

PO Box 532789 Dallas, TX  75267

Grand Prairie, TX  75053

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### Wynne Transportation  (Supplier ID# 60456)

### Wynne will make every effort to accommodate your trip request based on their fleet availability and booking schedule. SMU Requesters may request a specific driver.

7650 Esters Boulevard
Irving, Texas 75063

[www.GoWynne.com](http://www.GoWynne.com)

Main office line 972.915.7300

***Email quote requests with a proposed itinerary to****:*

**Primary Contact**

**Bedford Wynne**

**Bedford.wynne@gowynne.com**

**972.915.7302 direct**

**214.500.2298 cell**

**Secondary Contact**

Reservations Team info@gowynne.com

Dianne Douglas

Kay Byrd

Leslie Ortiz

Aliana Zahakarava

**Wynne SERVICES**

Motorcoach Charters

Events & Meetings

Airport Transportation

Executive Transportation

**Wynne FLEET**

Motor Coaches

Entertainer Coaches

Mini-Buses

Vans

Sedans

SUVs