

## SMU Preferred Providers – BUSES and GROUND TRANSPORTATION

**Revised 8-8-21**

Buyer: Cathy Heckman

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214-768-2174

**\*\*\*SMU Requester must receive a RESERVATION # for the trip to be BOOKED and placed on the schedule.**

- 1) **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.**
- 2) Bus service rentals paid with SMU funds must be associated to a university department.
- 3) Bus service companies will issue a Net30 invoice for services rendered. Do not make payment with a credit card or SMU Card.
- 4) Bus service rentals over \$5000 require a purchase order (PO) to schedule/book a bus service rental. **The SMU Requester is responsible for obtaining a RESERVATIONS #.** The trip is not BOOKED (placed on the schedule) until the reservation process is completed.
- 5) All SMU eProcurement requisitions must include the RESERVATION #, RESERVATION FORM AND QUOTE.
- 6) **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](mailto:carole@echoafc.com)

#### **Reservations**

[sales@tblcorp.com](mailto:sales@tblcorp.com)

**Mailing address**

(Purchase Order address)  
PO Box 532789  
Grand Prairie, TX 75053

**Remittance address:**

PO Box 677872  
Dallas, TX 75267

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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](mailto:Bedford.wynne@gowynne.com)  
972.915.7302 direct  
214.500.2298 cell

**Secondary Contact**  
Reservations Team [info@gowynne.com](mailto: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