

SMU Preferred Providers – BUSES and GROUND TRANSPORTATION

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*****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#

Echo Transportation (Supplier ID# 78565)

9314 West Jefferson Blvd.

Dallas, TX 75211

<https://echo transportation.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

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

Remittance address:

PO Box 677872
Dallas, TX 75267

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
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