



Shawnee State University

Transportation Contract

940 Second Street, Portsmouth, Ohio 45662-4344 • Phone 740.351.3314 • Fax 740.351.3567

Charter Company Name: _____

Payment Address (city, state, zip): _____

Contact Name: _____ Phone #: _____ Fax #: _____

Charter Information:

Payment: Purchase Order # _____ (to be added by SSU Purchasing Dept. when issued) Purchasing Card

Charter Group: _____

Charter Ordered By: _____ Phone #: _____ Fax #: _____

Charter Destination: _____

Departure Date: _____ Report Time: _____ Location: _____

Return Date: _____ Report Time: _____ Location: _____

Special Instructions: _____

Charter includes _____ vehicle(s): Coach # _____ Seats per Coach: _____ Driver: _____

Coach # _____ Seats per Coach: _____ Driver: _____

Coach # _____ Seats per Coach: _____ Driver: _____

Contract Charges:

Flat Rate \$ _____

Road, Bridge, and Tunnel Tolls \$ _____

Overnight Charge \$ _____

Hotel Rooms _____ room(s) @ \$ _____ \$ _____

Other Charges (itemize): _____ \$ _____

_____ \$ _____

Total \$ _____

The terms of this contract incorporate by reference the Shawnee State University Transportation Terms & Conditions which are posted on the University's web site and are available upon request. **NO COACH IS CONFIRMED WITHOUT A SIGNED CONTRACT AND A PURCHASE ORDER OR SSU PURCHASING CARD.**

ACCEPTED BY _____

ACCEPTED BY SHAWNEE STATE UNIVERSITY

Signature _____

Signature _____

Name and Title _____

Name and Title _____

Date _____

Date _____

This contract is legally sufficient if the Terms & Conditions are not altered by either party. Shawnee State University Office of General Counsel