Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Review General Instructions and Terms and Conditions on Cal Poly Bus [webpage](https://afd.calpoly.edu/cprm/procurement/bus_requests)
* Select a bus company from the approved list, use their website as listed on Cal Poly Bus [webpage](https://afd.calpoly.edu/cprm/procurement/bus_requests)
* **Fill out quote request** on bus company website
	+ Do this 60 days in advance of your trip.
		- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
	+ Wait for quote from bus company
* **Review quote** from bus company
	+ Make note of bus size, winning quote, and hours quoted
		- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* **Send approval** to bus company
	+ Do this step as soon as possible to ensure bus availability

**Bus Representative Information:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
	+ Wait for confirmation contract from bus company
* **Make note of Purchase Order Number** listed on Cal Poly [webpage](https://afd.calpoly.edu/cprm/procurement/bus_requests)
	+ This will be used to pay final invoice
		- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
			* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PO Number)
	+ Make note of bus company representative’s contact information
* **Look over Trip Confirmation**, sign, and return to bus company
	+ Make sure all itinerary information and details are correct
		- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* One week prior to trip, **send the Bus Company Representative a complete itinerary**
	+ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* Once received, **pay final invoice** through Payment Services

(sbs-payment@calpoly.edu) making reference to the PO Number above

If you have any questions or encounter any problems, please contact your Procurement Specialist or Procurement Services

sbs-procurement@calpoly.edu

(805) 756-7512