



CHARTER BUS REQUEST FORM

Charter Contact Center

8000 Hall St

St. Louis, Mo 63147

314-449-9162



Transportation Department

2030 S. Vandeventer

St. Louis, MO 63110

Tel: 314-633-5107

Email: slpstrans@slps.org

renaye.stepney@slps.org

*** REQUEST MUST HAVE PAYMENT INFORMATION TO BE PROCESSED ***

ORDERED BY:

Today's Date	
Date of Trip	
Event Description	
SLPS Sponsored Trip?	Yes: (Fill Acct # below) No: <input type="checkbox"/>
Acct # (SLPS or School, Missouri Central Purchase Order #) Check #, or contact 314-449-9162 to pay with a Credit Card.	
PURCHASE ORDER #	
Pick-up Location	
Pick-up Time	
Drop Off Location (Destination)	
Time to Depart Destination	
Time Passengers Should be Returned	
# of Buses/Passenger counts	
Split trip (Travel time & event over 4 hours) {Bus to drop off & return for pick up}	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Full Service (Travel & Event less than 4 hours) {Bus remains at the event location}	Yes: No: <input type="checkbox"/>
Special Instructions (Be Specific)	N/A

Approved by..... Signature.....

Contact person(s)	
Phone Number	
Email Address	
Billing Address, City, State & Zip Code	

**Make checks (include trip name & date) payable to Missouri Central at address above. The check must be received prior to the trip date. Email completed form to SLPSTrans@slps.org & renaye.stepney@slps.org