

P A C E U N I V E R S I T Y  
**TRANSPORTATION DEPARTMENT**  
DEPARTMENTAL COMMUNICATIONS

**PACE UNIVERSITY AUTHORIZED CHARTER COMPANIES**

- Only Charter Companies (“outside vendors”) approved by Pace University may be used to fill the needs of members of the University.
- Your Purchase Order will be processed only when these approved companies are utilized.
- You must furnish an itinerary to these companies as you would to the Pace University Transportation Department. Increases in the itinerary will result increase the final cost.
- The lead time you provide is essential to fulfilling the successful transportation requirements of your event. Reasonable modifications can always be made as the event date approaches.
- Your Department and the Company fulfill your arrangements directly.

If you have any questions, please call me for further assistance.

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