Authorization to Expedite – Ferry Tickets

Vendor: Lake Champlain Transit
Date___________________________

Telephone #: 802-355-5756
Fed. ID#: 030259960
Account #: 823

Purchase Order No.___________________

Traveler:___________________________ Dept. Account No. _______________

Dates:______________________________ Additional Traveler: __________________

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount One Way</th>
<th>How Many Needed?</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Car and Driver</td>
<td>9.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Adult Passenger</td>
<td>3.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If buying individual tickets, present this form for each trip across, and each trip back. Individual tickets must be used at the time the form is presented. LCT will bill against the PO.

<table>
<thead>
<tr>
<th>Book of 20 coupons</th>
<th>Car and Driver</th>
<th>137.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book of 20 coupons</td>
<td>Adult Passenger</td>
<td>54.10</td>
</tr>
</tbody>
</table>

Total Cost: $

Note: You can pick up individual ferry tickets at the Angell College Center Desk if you are paying by cash, personal credit card or Citibank Travel Card. You cannot pick up books of tickets or use the Procurement Card. The current cost is $7.50 car and driver one way, $3.00 passenger one way. You need two tickets for round trip. They do not sell books. The Plattsburgh – Grand Isle Ferry will not accept credit cards, only cash, personal check or Purchase Order.

Department Contact Telephone No. Fax No.
________________________ ______________ _____________

Department Authorized Signature Additional Authorization

Procedures:
1. Complete Form
2. Fax form to Purchasing at 4602.
3. Purchasing will review, approve and assign a PO# - then will fax back to department.
4. Department handles arrangements with LCT. Phone them at 802-355-5756 so they can have tickets ready for pickup. This is answered at Cumberland Head Ferry Dock.
5. Bring the PO to the Ferry Dock to pick up tickets. Tickets may be picked up in advance or on the day of travel.
6. If you are buying books of tickets ahead, you should keep a log to account for the ticket usage.

Pricing as of 3/20/12 Pricing is available at www.ferries.com Check website for fuel surcharges.