



Purpose:

To enable TTUHSC Schools/Departments to establish Toll Road Corporate Accounts for the purchase and use of toll tags for institutionally owned vehicles. The goal is to reduce the operational cost associated with operating vehicles where tolls are regularly being incurred.

Parameters/Conditions for use and acquisition of Toll Tags:

- Vehicles must be institutionally owned.
- Corporate Accounts require:
 - The use of a PCard.
 - Establish a single dedicated PCard for each Corporate Account.
 - PCards established for Toll Road Corporate Accounts are for the exclusive use of toll charges. No other charges should be expensed to the PCard. Local funds are the only allowable funds.
 - Click this [link](#) to apply for a dedicated PCard.
 - An administrator and alternate to be designated by the School/Department.
 - Responsibilities include but are not limited to; ensuring all charges are valid, resolving discrepancies, vehicles registrations, tag administration and reconciliation of PCard (following PCard record keeping and document submission as described in OP 72.15).

How to Apply for a Corporate Account from North Texas Toll Road Authority (NTTA)

- The requesting department will need to complete a Corporate Application with NTTA.
- Submit the application to Purchasing for signature at:
<https://www.fiscal.ttuhscc.edu/ContractSubmission/InformalDocument/New>
 - Fax the completed application to 972-788-0297
 - NTTA will assign you an account number (for your location only)
 - Once the account number is assigned:
 - Go to <https://www.ntta.org/Pages/default.aspx>
 - Insert the account number
 - Tax I.D. number
 - The assigned reconciler will setup a username and password
 - Enter the dedicated PCard that will **ONLY** be used for Toll Charges