

**PROCEDURE #:** TOLL CHARGES USING THE PCARD

**REVISED DATE:** July 1, 2014

**Purpose:** To provide clear direction on the procedure for using the PCard to pay current invoices from cashless tolling authorities (no tollbooth).

**Background:** The University has received special authorization from the Department of Accounts in Richmond to allow use of the PCard to Pay by Plate toll invoices charged to **University owned vehicles**. For frequent trips, cardholders may set up a commercial Pay by Plate account. For the Elizabeth River Tunnels (Downtown and Midtown Tunnels), departments may use the Commercial, Non-Revenue Vehicle Enrollment form on the Elizabeth River Tunnels website. **Cardholders must *not* enter the PCard account number, expiration date, or security code from the back of the card on the enrollment form.**

For infrequent trips, departments may use the PCard to pay a current pay by plate invoice for charges to University owned vehicles. The invoices should be addressed to the department's University address.

**Procedure:**

**I. Allowed on the PCard**

**A. Pay by Plate**

1. University Vehicles: Prepaid Commercial Pay by Plate Accounts or Payment of Pay by Plate after use for cashless tolls.
2. Cars rented from Enterprise: If the rental is paid with the PCard, a Cardholder can authorize payment of the car rental, administrative fee and the related Pay by Plate toll with the PCard.

**B. Invoice Payment for Tolls for Commercial Pay by Plate Accounts**

1. University owned vehicles Frequent Trips: Cardholders may set up a Commercial Pay by Plate account. The accounts may be established as prepaid with a replenishment of account of \$30 at the low-level balance of \$8. The invoices should be addressed to the department's University address. **Cardholders must *not* enter the PCard account**

**number, expiration date, or security code from the back of the card on the enrollment form.**

2. University owned vehicles Infrequent Trips: Cardholders may use the PCard to pay a current invoice mailed to the University department. The current invoice should not contain fees for late payments or other fines.

**II. Required Documentation: The following documentation must be included with the PCard Reconciliation file whenever a toll charge appears on the Bank Statement.**

1. University owned vehicle: Commercial Pay by Plate invoice/monthly statement from the cashless tolling authority (30 days or less) mailed to a University address or downloaded from the Elizabeth River Tunnel website (there will be a fee assessed by the authority for the monthly statement). Cardholders shall identify the driver of the vehicle and business reason for the trip in the Bank of America Works Comment box for each toll transaction on the card. This information must be part of the official ODU Reconciliation report when downloaded from BOA Works.
2. Enterprise Rent A Car Vehicle: Documentation showing the cashless (no tollbooth) toll fee and the Enterprise administration fee. Cardholders shall identify the driver of the vehicle and business reason for the trip in the Bank of America Works Comment box for each toll transaction on the card. This information must be part of the official ODU Reconciliation report when downloaded from BOA Works.

**III. Transactions Which Are Not Allowed on the PCard**

- A. EZ Pass transponder purchases, charges, and/or replenishment fees.
- B. Rental of EZ Pass transponders from car rental/leasing companies.
- C. Past due invoices from the tolling authority: Past due invoices for tolls \$500 and less may be paid using the Small Purchase Form found on the Procurement Services web page.
- D. Pay by Plate invoices with late fees: Pay by Plate invoices with late fees, \$500 and less, may be paid using the Small Purchase Form found on the Procurement Services web page.
- E. Pay by Plate tolls charged to personal vehicles: Individuals incurring a Pay by Plate toll traveling on University business while driving a personal vehicle shall file for reimbursement of the toll under the University's Travel Process.

- F. Fines and penalties associated with tolls and/or other motor vehicle violations.

#### **IV. Penalties for Misuse/Insufficient and Missing Documentation**

- A. The penalties for misuse and missing documentation will be applied as outlined in the PCard Policy and Procedure.
- B. Misuse of PCard may result in suspension and/or revocation of PCard privileges.