

Consortium of Webb County Department Head/Directors
Requested Policy/Procedural Recommendations



I. Texas Tollways expenses:

Issue:

Bills are delayed and subject to late fees by the time they are received by the affected department. Once the state identifies ownership of the vehicle through license plate images, the bills are forwarded to Purchasing who in turn must track down the responsible department for payment of tolls. By the time the process is complete, the bills are subject to late payment fees.

Recommendation(s):

1. Establish a budget line-item for the Purchasing Department to remit the immediate payment of toll charges;
2. Each department that uses toll systems similarly establishes budget line-items for the payment of tolls;
3. As bills are received from the state, the Purchasing Department makes immediate payment from its account then, as time permits, identifies and bills the affected department(s) for reimbursement of billed toll charges; and
4. To ensure funding availability, establish policies that prohibit line-item transfers out of the toll fee accounts by departments as well as establish minimum balances that departments must maintain in those accounts based on factors such as number of vehicles, historical use and reserves for emergency uses.

Result:

Process ensures prompt payment to the state (no late charges) but also offers Purchasing time needed to identify which department(s) is/are affected without delaying the payment of fees. The overall expenditures for tolls are reduced by reducing late payment charges.