

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER A-67
SUBSECTION	EFFECTIVE DATE / PAGE NUMBER / 1 of 2
POLICY / PROCEDURE EZ-Pass for State Use	AMENDMENT / REVISION December 1, 2014

Background:

In December of 2008, RITBA activated the use of the EZ-Pass System on Rhode Island state bridges. With the use of EZ-Pass transponders, Rhode Island residents (including Rhode Island agencies) are now charged \$0.83 per trip over the Newport/Pell Bridge vs. the current posted amount (\$2.00 as of 12/1/14). Transponder accounts must be set up with a credit card and automatic replenishments occur when minimum balances are reached.

Policy:

State Transponder Process:

Each agency will have a separate account with RITBA for the EZ-Pass System.

Each agency must complete the RITBA EZ-Pass Business Application and submit directly to RI Turnpike and Bridge Authority, including responsible party and vehicle information.

RITBA will forward the completed application to Accounts & Control for payment verification.

Accounts & Control will contact the agency's finance department or CFO for approval and the proper RIFANS account number(s) to charge. Without the proper RIFANS account to charge, Accounts & Control will not authorize RITBA to activate an account.

Upon approval, Accounts & Control will notify RITBA to continue with the application process and the credit card to utilize for the account. Without the proper approval and payment information on file, RITBA will not activate an account.

Accounts & Control will reconcile the credit card(s) charged by RITBA, and allocate the charges to the agencies based on the RIFANS account numbers assigned to each RITBA account at the time of activation. If an agency requires a change to the RIFANS account number being charged, written notification to Accounts & Control is required.

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If an agency has an existing account but requires additional transponders, they should complete the "Additional Business Transponder Request Form". Please do not complete a new application for additional transponders on an existing account.

Personal Transponder Use:

Any employee utilizing a personal E-Z Pass transponder may seek reimbursement for tolls incurred on State business (exclusive of commuting) by submitting a copy of their EZ-Pass statement with their travel reimbursement request.

State Vehicle Use without a Transponder:

Any employee utilizing a State vehicle who does not utilize an E-Z Pass transponder will only be reimbursed at a rate of \$0.83/trip.

RITBA Contact Info:

Completed forms or applications, and questions or issues regarding existing RITBA EZ-Pass accounts can be sent to kcoleman@ritba.org koconnor@ritba.org or faxed to 401-423-7036.