

Toronto District School Board

Operational Procedure PR668

Title: **TTC TICKETS**
Adopted: November 25, 2011
Revised: September 4, 2003, **October 3, 2012**
Reviewed:
Authorization: Director's Council

1.0 OBJECTIVE

To provide a process for the purchase of Toronto Transit Commission (TTC) tickets by schools and programs.

2.0 RESPONSIBILITY

Chief Financial Officer, Business Services

3.0 DEFINITIONS

Contract Release Order (CRO) is an SAP term that allows end-users to issue purchase orders against an established contract.

4.0 PROCEDURES

4.1. Agreement with TTC

A purchase agreement has been established that allows schools or programs to order TTC tickets directly from the TTC using SAP.

The TTC will accept purchase orders. Orders over \$2,000 will be delivered directly to schools or program sites at no additional cost; orders under \$2,000 will be delivered for a nominal delivery charge (see delivery line on the TTC SAP contract).

4.2. Ordering Process

Use the Contract Release Order (CRO) process in SAP to release against Contract 4600000258. (It is important that you identify at least two (2) persons designated to receive the tickets at your school within the Header of the CRO.)

Current ticket prices can be seen on the SAP contract.

4.3. Reimbursement for Eligible Students

Schools with students who are eligible for TTC tickets under the Transportation of Students Policy P020 and approved by the Transportation Department will have their budgets supplemented to offset the cost of the required tickets.

Please contact your local Transportation Office for further information.

Contact information is available on the Transportation website

<http://tdsweb/site/viewitem.asp?siteid=112&pageid=112&menuid=112>

5.0 REFERENCE DOCUMENTS

Policy P020, Transportation of Students