

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 85

December 18, 1990

TO: All Departments, Boards, Agencies and Commissions
FROM: Leonard D. Simmons, Jr., Chief Administrative Officer
SUBJECT: CRESCENT CITY CONNECTION TOLL TICKETS

1. PURPOSE.

This memorandum establishes as policy the procedure for obtaining toll tickets for the Crescent City Connection bridge over the Mississippi River.

2. BACKGROUND.


The City has obtained from the Mississippi River Bridge Authority toll tickets which can be used for crossing the Mississippi River on official **City business ONLY**. Tickets are packaged in books of 30 and will be issued in books.

3. PROCEDURE.

- a. Each department head who anticipates requesting Crescent City Connection toll tickets must notify the Chief Administrative Officer of the name and telephone number of the designated representative to pick up the tickets and the name and telephone number of one alternate representative. If the department head changes the designated representative, the Chief Administrative Officer is to be notified in writing of the change.
- b. Requests for ticket books must be submitted on a Crescent City Connection Ticket Request Form, signed by the department director or deputy director. **The reasons for needing the tickets must be listed on the form in detail.** A copy of the form is attached to this memorandum. Departments should make photocopies of the form.
- c. Tickets will be distributed by the Administrative Assistant to the Chief Administrative Officer. Upon receiving tickets a department representative must sign the request form indicating receipt of tickets.
- d. Departments are required to keep a detailed and legible travel log to account for tickets used. A copy of the log is attached to this memorandum. Departments should make photocopies of the log. Each additional request for tickets must have attached the travel log showing the use of the previous tickets books. Each book of tickets is to be logged on a separate log sheet.

4. INQUIRIES.

Questions concerning this policy memorandum should be directed to the Administrative Assistant to the Chief Administrative Officer at 565-6570.



Leonard D. Simmons, Jr.
Chief Administrative Officer

LDSjr/LRF/snw

Attachments