**TEXAS A&M UNIVERSITY – COMMERCE**

**TickeTrak (Citation/Permit) Procedure**

***WHEN CITATIONS ARE GIVEN ?***

Citations are given by the University Police Department when someone is in violation of the parking regulations and guidelines of the University.

***WHAT ARE THE RULES AND PROCEDURES ?***

When someone is issued a citation they bring it to the cashiers. Responsible personnel enters the citation number in TickeTrak, when it pulls up it will tell you what it was given for and how much it is. Accept cash, credit or check as a form of payment.

***WHAT HAPPENS WHEN YOU DO NOT PAY FOR CITATIONS ?***

If a person has received more than five tickets without payment their car will then be booted and a “boot agreement” will be setup for them. This is where they pay half of the amount of citations upfront to have the boot released and then are setup on a payment plan for the remainder of the amount due. If someone does not agree with the citation they have the right to appeal it. They must pay the citation upfront and if the appeal is granted we will refund their money.

***WHERE DO YOU APPEAL TICKETS AND CITATIONS ?***

Students, Faculty Members and Staffs can appeal for Tickets or Citations through In-Person or Online.

Link URL: <https://ctitt-tamuc.cticloudhost.com/Account/Login?ReturnUrl=%2FHome%2FIndex>

***PARKING PERMITS***

A Parking Permit is required by everyone on campus property. The permits range from a free visitor pass to a permanent $40 good from Sept.1st-Aug.31st. Permits are available online and in person. A person requesting a permit in person must fill out an information card. This card allows us to enter their personal information along with their vehicle information into TickeTrak. Each person is assigned their own permit number. Ask the person requesting the permit enough information to be able to differentiate which type of permit is needed for them. You must keep your TickeTrak transactions separate from your daily drawer transactions. At the end of the day print your transactions from the report screen in TickeTrak. This report should accurately portray what you have received in cash, credit cards and checks. Fill out a TickeTrak Department Deposit Worksheet and attach it with the report you printed along with the currency you took in. Put this form at the end of each closing day in the Department Deposit Basket.