

PEX Instruction Guide

Establishing and Maintaining a PEX Account at UAC

A Partner must be in good standing with a *proven ability* to use NetSuite in order to receive a card. This process can take a minimum of two months and is contingent on the external provider, PEX, submitting requests and ordering the cards.

Proven ability is defined as having a record of submitting invoices and timely reimbursements in NetSuite.

PART I

Step 1: Requesting a PEX Account and Card

1. Partner lets Team Lead and Accountant know they want to open a PEX account.
2. The Team Lead sets up a meeting with the Partner and Accountant within the following two weeks to discuss details of the request and get approval for the amount of money, budgets of expected spending, and the number of cards.
3. Partner fills out and signs a *PEX Request Form* and *Program Administrator Agreement* located on the Partner Portal and emails it back to the Team Lead and Accountant.
4. Team Lead initiates internal DocuSign approval process. This process will be completed within three weeks.
5. UAC submits request to PEX to set up an account for the Partner. The timeline for PEX to set up a PEX account can take 1-4 weeks.
6. After PEX sets up the account UAC will order the cards. Cards can take up to 10 days to be delivered to UAC offices.

Step 2: Receiving a PEX Card

7. Once card is delivered to UAC office, Team Lead will send each cardholder the *PEX Cardholder Agreement* in DocuSign for signature.
8. Program Partner must pick up PEX cards from the UAC office. They can coordinate with the Team Lead and/or accountant.
9. UAC will provide a training video on how to use the PEX website and NetSuite to reconcile their account.

Step 3: Access to the PEX Website

10. Partner PEX Administrator will receive a link via email to sign up on the PEX website as an administrator from PEX/UAC.
 - This link expires in 3 days. If your link expires, please reach out to your Team Lead and/or accountant. A request to resend the link will delay the activation and use of your PEX cards

- The email will arrive from: noreply@pexcard.com
- 11. Program Partner PEX administration must activate all PEX cards using the PEX website: <https://dashboard.pexcard.com/login>
- 12. Program PEX Administrators will be able to:
 - create their own login access to the PEX website and account
 - view their Program's dashboard
 - transfer available money from the account to each individual card
 - access each cardholder's balance, transaction history, account reports, and other relevant information.

Step 4: Making Changes to an Established PEX Account

1. Discuss the proposed changes with your accountant and Team Lead. This can include adding/removing a cardholder or program administrator and/or requesting a change to the amount allotted on the PEX account.
2. Fill out and sign the *Amendment Request Form* found on the Partner Portal with the proposed changes and submit it to your accountant and Team Lead for approval.
3. The Team Lead will submit the request for changes through DocuSign.

IMPORTANT NOTE ON ACCOUNT/CARDHOLDER CLOSURES

When closing an account or card, ensure accounts are fully reconciled for that cardholder and/or account. If there are outstanding balances, the Program Partner and/or Cardholder is responsible for the outstanding balance.

If an employee is ending their employment and is a PEX cardholder, it is the responsibility of the Program Partner PEX Program Administrator and/or Executive Director to ensure that the employee's PEX account is reconciled before their employment end date.

UAC is authorized to pull the money out of a Program Partner's account for outstanding PEX card balances.

Step 5: Using a PEX Card

Each cardholder will have directions on how to use their PEX card and sign the *PEX Cardholder Agreement*. The PEX card works similarly as a credit card.

1. Swipe the card at the Point of Sale (POS) terminal or hand it to the salesclerk/cashier.
2. Sign the receipt to complete the purchase.
3. Collect and keep the itemized receipt for every transaction. If it is not provided, request an itemized receipt.
4. Turn in the itemized receipt to your supervisor. If you fail to provide an itemized receipt that is legible and readable for a purchase you will be responsible for the full amount charged.

Examples of itemized receipts:

- A restaurant receipt must show what was served, not just the total charged.
- An Uber or Lyft receipt must show the route traveled.
- A taxi charge must have a mapped-out route attached showing the beginning and end point of the trip. (Example: Google Maps, Mapquest, or similar platform).

Step 6: Reconciling the PEX Account

PEX Program Administrators must reconcile the PEX account by **the 5th of every month** if any purchases were made the previous month.

This allows the program to have consistent access to a replenished account. If you must submit a reconciliation more frequently, discuss it with your accountant and team lead. *For example, purchases from January 1st-31st must be reconciled by February 5th.*

Items Needed for PEX Reconciliation

- Login ID and password for the PEX account
- PEX Monthly Statement Report for the month you are reconciling
- Receipts from each purchase
- Login ID and password for NetSuite

Steps to Reconcile the PEX Account Using NetSuite

1. Login to the PEX account: <https://dashboard.pexc card.com/login>
2. Pull the Statement Report from the PEX website. Under the Reports tab, go to the Statements tab, then download the required monthly statement. The Statement is available on the first day of the next month.
 - NOTE: This is NOT the same thing as the Transaction Report which will not capture the entire month. The monthly Statement Report is used to submit the monthly expense report in NetSuite.
3. For the first reconciliation, the Partner must reconcile the card(s) mailing fee that is deducted from their PEX account. This fee is \$10 for each time cards are mailed to UAC.
4. Using the PEX monthly Statement report, match receipts with each item in the Activity Detail and identify the appropriate funding source and G/L code for each expense.
5. Upload the report and the receipts into NetSuite as a Purchase Order. Only one month should be entered for each Purchase Order.
 - For details on how to submit a PO in NetSuite, please see page 29 in the UAC NetSuite Manual on the Partner Portal: [UAC NetSuite Manual](#). The steps for approving and revising a rejected PO follow on page 39.
6. Program Partner Manager and UAC Accountant must approve the Expense Report Purchase Order in NetSuite.
7. UAC manager will approve or reject report within three business days.
8. Once approved, UAC will transfer the money to replenish the PEX card within 24 hours.
9. Partner Administrator will receive an email that the account is replenished.

All receipts must be accounted for in order for the reconciliation to be approved. If you are missing a receipt, contact your accountant and team lead to discuss options.

Best Practices for Receipt Collection

- PEX offers an app that you can download and use as a PEX cardholder. You can use this app to upload receipts immediately.
- Number the charges on the Activity Detail in the order in which they appear, and give the corresponding receipts the same number. For instance, if your first receipt in the statement is for Wawa then write #1 on the Wawa receipt and write #1 next to the Wawa transaction on the Activity Detail statement. That will ensure a timelier approval of your reconciliation.
- If uploading separate receipts, title the file with the name of the vendor and the date on the receipt. Example: If the receipt is from Target and purchase date was March 1, title the file "Target 3/1/23".

PART II

PEX Card Allowable Purchases and Limitations

This list of allowable purchases and limitations is subject to change.

1. PEX Cards **can** be used for purchasing allowable items on the **internet**.
2. PEX cards **can** be used for monthly charges as long as the payments are **not** set up as automatic recurring charges.
3. PEX Cards **cannot** be used for the following items:
 - Personal (non-work related) Expenses
 - Utility Bills
 - Stipends
 - Septa Tokens or Passes
 - Gasoline Purchase for a company vehicle
 - Recurring automatic charges. If such a purchase is desired, please submit a Purchase Order for a recurring invoice in NetSuite and UAC will complete your purchase.
4. Pennsylvania/Philadelphia **sales tax** cannot be charged to any grant supported funding source and must be allocated to the program's **General Fund** or a **Fee For Service** funding source if permitted by the funder. UAC will provide a copy of the UAC Pennsylvania Exemption Certificate for Sales and Use Tax for use when purchasing taxable items or services to the program administrator. At **no time** shall this Certificate be used for other than Program purchases.
5. PEX Cards **do not** have PIN numbers and **cannot** be used as Debit Cards or in ATM machines for Cash Advances.

Recurring automatic charges are charges with an amount that remains the same on a monthly basis. Common recurring expenses include rent, website subscriptions, utilities, etc. Recurring expenses are paid by submitting a Purchase Order in NetSuite for a recurring invoice. This will not require you to submit a monthly reconciliation report and receipts. See [UAC NetSuite Manual Page 30 to set up a recurring purchase](#).

PEX Account Roles and Responsibilities at UAC

Urban Affairs Coalition (UAC)

- Approves requests for new PEX accounts, limits, or cards
- Requests new cards from PEX
- Issues notices for late invoices for reconciliation
- Suspends or closes PEX cards
- Performs frequent PEX Card audits

Program Partner Executive Director

- Initiates request to open PEX card account with UAC
- Accountable in ensuring completion of monthly reconciliation submissions in NetSuite
- Assigns staff member as PEX Program Administrator
- Determines, with accountant and possibly Program Partner PEX Administrator, the budgets and line items for which PEX spending will be drawn
- Decides how many cards to request and who receives a card and how much can be charged on each card.
- Requests changes to the PEX account including asking for an increase, adding/removing a cardholder, or closing the account.
- Ensures the budget /account can hold expenditures being charged
- Authorizes approval to supervisors for cardholder use

Program Partner PEX Program Administrator

- Oversees daily management and operation of the PEX cards
- Determines, with accountant and possibly Program Partner Executive Director, the budgets and line items for which PEX spending will be drawn
- Responsible for monitoring card spending on the PEX website
- Collects readable, legible itemized receipts for each purchase on every card
- Submits purchase order to reconcile the account in NetSuite by the 5th of each month
- Activate and deactivate cards for each cardholder

Program Partner PEX Cardholder

- Signs the PEX Card Cardholder Agreement upon receipt of a PEX card
- Has pre-approval from their supervisor for all purchases made on the PEX card
- Uses PEX cards for authorized allowable purchases only
- Properly uses and protects the PEX card from theft and/or fraudulent activity
- Provides clear, legible, readable itemized receipts for every purchase
- Reports any lost or stolen PEX cards immediately to their supervisor and/or manager

One individual may have multiple responsibilities.

For example: The Executive Director may be the PEX program administrator and a cardholder.