Policy Name: PEX Pre-paid Visa Card Administration

Policy Number: 03.20.04.03

Date: August 30, 2026

Review Date: August 30, 2029

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO

Signature

PEX Pre-Paid VISA Card Administration

Policy Title:	**PEX Pre-Paid Visa Card Administration**
Policy Type:	Administrative
Policy Number:	**03.20.04.03**
Approval Date:	**August 30, 2026**
Responsible Office:	**Division of Finance and Administration**
Responsible Executive:	**Chief Financial Officer**
Applies to:	**All PEX Cardholders**

POLICY STATEMENT

The issuance of a PEX card is a privilege granted to authorized employees for official business use only. Cardholders must use the card solely for authorized, pre-approved business transactions. Misuse, abuse, or failure to comply with documentation timelines may result in the immediate revocation of card privileges and disciplinary action, up to and including termination of employment.

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DEFINITIONS

- **PEX Card**: A corporate prepaid or debit card used for business expenses.
- **Receipt**: An itemized record of purchase showing date, items, and total cost.
- **Misuse**: The accidental, improper, or unauthorized use of a PEX card for transactions that do not comply with company policy, but lack fraudulent intent.
  - *Example:* Buying unapproved office supplies without getting the required manager approval first.
  - *Example:* Accidentally using the PEX card instead of a personal card for a personal grocery trip.
  - *Example:* Paying for an upgraded, luxury rental car when policy only authorizes a standard economy vehicle.
- **Abuse**: The intentional, unauthorized use of a PEX card for personal gain, fraud, or deliberate circumvention of company expense policies.
  - *Example:* Using the card to purchase personal concert tickets, gifts, or fuel for a private vehicle.
  - *Example:* Splitting a single large purchase into multiple smaller transactions to bypass transaction spending limits.
  - *Example:* Intentionally buying items for personal use and falsely classifying them as business-related office expenses.
- **Temporary Block**: An automatic suspension of card use due to unsubmitted documentation.

CONTACT(S)

Finance Department officially interprets this policy. Finance Department is responsible for obtaining approval for any revisions as required by (2025) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Finance Department.

STAKEHOLDER(S)

- Cardholders
- Department Managers
- Finance Department

POLICY CONTENTS

To maintain financial compliance, transparency, and timely institutional recordkeeping, all cardholders are required to submit complete, itemized receipt documentation immediately following any business transaction.

Adherence to the documentation timeline is the condition of card ownership. Failure to provide receipts within the established window will result in the automated escalation of notifications and the temporary suspension of card charging privileges until full account reconciliation is achieved.

The PEX card may only be used for authorized purchases that have been fully approved. Unexpended balances should not be used for additional purchases. This is considered a misuse of card privileges.

POLICY IMPLEMENTATION PROCESS

1. Enforcement and Timeline Workflow

- **Day Zero (Transaction Date)**: The cardholder completes a transaction; the receipt retention obligation begins immediately.
- **Day Three (Automated Reminder)**: If the system detects a transaction missing a receipt after 3 calendar days, an automated email alert is dispatched to the cardholder.
- **Day Five (Card Suspension)**: If documentation remains outstanding after 5 calendar days from the purchase date, the system applies an automatic, temporary suspension block to the associated PEX card.

- **Post-Day Five (Reconciliation & Reactivation)**: The card remains blocked until the outstanding receipt is uploaded and validated by the Finance Department.

2. Standard Operating Procedures for Receipt Submission

Cardholders must utilize one of the following approved technical channels to clear outstanding transactions:

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- **PEX Mobile App (Preferred Method)**:
    1. Open the PEX mobile application on your device.
    2. Navigate to the **Transactions** ledger.
    3. Select the specific unsubmitted purchase.
    4. Tap the **Add Receipt** interface button.
    5. Take a live photograph of the itemized receipt or upload an image file directly from the device gallery.
- **Short Message Service (SMS Text)**:
    - **Option A**: Reply directly to the real-time PEX text message purchase notification by attaching a clear, high-resolution photograph of the itemized receipt.
    - **Option B**: Send a direct text message containing a photo of the receipt to the dedicated PEX system number at **(640) 800-7522**.
- **Email Forwarding**:
    - Locate the automated PEX email receipt reminder in your inbox.
    - Click **Reply** directly to the notification email.
    - Attach a clear digital copy, image scan, or digital PDF file of the receipt. The automated matching system will process and link the document to the corresponding transaction ledger.
- **PEX Web Portal**:

- Authenticate and log in to the cardholder account dashboard at dashboard.pexcard.com.
- Navigate to the historical transaction viewer and click on the unsubmitted item.
- Click the **Upload** button interface.
- Attach the corresponding image or PDF file from your local storage directory.

PUBLICATION

Published on the internal employee portal and distributed via email to all active cardholders.

EDUCATION AND COMPLIANCE

Cardholders receive an initial digital overview of submission procedures. Automated tracking via the PEX system monitors elapsed days per transaction and applies blocks automatically.

REVIEW SCHEDULE

- Next Scheduled Review: 08/30/2029
- Approval by, date: Administration, 08/30/2026
- Revision History:
- Supersedes:

RELATED DOCUMENTS

- Corporate Cardholder Agreement
- Expense Reimbursement Guidelines

FORMS

- None (Digital submission via PEX channels required)