PEX Card

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What is the PEX card?

Each home has 2 PEX cards. These are used for purchasing items and groceries for the home, paying for outings, and other needs.

- The Primary card is held by the Home Manager.
- The Secondary card is used by the staff for approved purchases and outings.

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How do I document purchases?

- Receipts are uploaded into the PEX app immediately after a purchase.
- Tags are used to assign purchases to specific categories for budget purposes.
  - Note: Please include "COVID" if a transaction is related to COVID PPE.
- If the receipt is lost / was not received:
  - Contact vendor for replacement.
  - If unattainable: upload a written list of what was purchased. Include the date, merchant, amount, and signature.

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PEX Transaction Guidelines

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Resident Food

- The tag "Resident Food" is only to be used for groceries. Ensure that no other items besides food are included on the receipt.

- Transactions from fast food restaurants or gas stations cannot be claimed as "Resident Food"

- The PEX card cannot be used for Gordon Food Service (GFS) purchases. Use the home's GFS account when shopping at GFS.

All PEX receipts and Tags must be uploaded and completed by 12:00pm on the 1st of the month for transactions conducted the month prior.

If receipts and Tags are not uploaded by the due date, they will be completed by the Accounting department based on merchant. This will affect the home's budget and may not reflect accurate categories.

PEX Due Dates

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Benefits of the PEX Mobile App

Convenient process makes it easier to stay on top of receipts.

Upload receipts and Tag transactions immediately after purchases.

Efficiently request additional funds as needed.

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PEX card Point of Contact

Reach out to Allison Shockley or Ashley Cline for any of the following:

- Large receipts to be uploaded
- Damaged Cards to be replaced
- Lost Cards to be replaced
- Unknown transactions
- Reset Passwords
- Change of email on file
- Unblocking cards

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