



PEX CARD POLICY & PROCEDURE

PEX- CARD USE POLICY

1. All potential users must agree and sign the PEX Policy and Procedures before they will be issued a PEX Debit Card for petty cash.
2. After being issued, the assigned holder becomes responsible for the entire amount of funds assigned to that card. Missing receipts, lost/stolen card, misuse of funds is the responsibility of the card holder.
3. Funds and/or receipts not returned within the time frame allowed will be required from the cardholder within 30 days or be exacted from the cardholder's payroll within 120 days.
4. PEX card will not authorize cash withdrawal.
5. PEX card will not authorize expenditures beyond the loaded amount on the card.
6. PEX card use authorized by the following protocol:
7. SIGN out the card – you become responsible for the entire amount on the card.
8. VERIFY your expenditure allowance.
9. If Cardholder, UPLOAD itemized receipts immediately using the PEX App.
10. RETURN the card to the authorized cardholder promptly with receipts matching allowed expenditures.

PEX – RETURN PROCEDURES

1. Cardholder: Upload receipts using the PEX App or pexcardholder.com (See finance how to's)
 - Receipt image must be clear and must be actual receipts showing payment information
2. All items above must be followed before more funds can be loaded to the Card.

EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT

Please initial before each statement

_____ I understand the privilege and responsibility of using KC Funds. I am being trusted to be a good steward of God's resources.

_____ I have read the instructions regarding the PEX card / Petty Cash and agree to follow all policies and procedures.

_____ I understand that I become responsible for the value of the card while it is in my possession and any misuse of the card can result in loss of privileges and/or Payroll deductions (unless personal expenses / unauthorized expenses are paid back within 30 days of transaction).

_____ I understand that I need to ATTACH every receipt.

I have read all the above statements and understand that I am responsible for the PEX Card that is in my possession.

Name: _____ Signature: _____

Card for: Alaska | Hawaii | Marshallese | Maui | Mid-America | West

Date of Request: _____ Received: _____

Card Ordered: _____ Last # _____