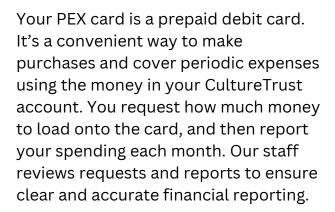


Quick Guide: PEX Cards



HOW TO USE

- 1. Request a PEX card by filling out the PEX Card Initial Request Form (available on our website) and then submitting the completed form in SAGE. A physical card will be mailed to the address you provide.
- 2. Use the card for in-person or online purchases wherever credit cards are accepted.
- 3. By the 15th of each month, submit a PEX expense reconciliation in SAGE, and include receipts for all purchases.
- 4. Request to load more money onto the card by submitting the PEX Card Refill Form through SAGE. Funds will be available in 4 business days.*



REMEMBER: PEX is for products, not people!



Advertising
Business meetings
Equipment (small)
Internet & phone
Materials & supplies
Membership dues
Merchandise
Permits & visas
Postage & shipping
Printing
Software
Subscriptions
Transportation
Travel & hotel



NO

Staff
Consultants
Contractors
Equipment (large)
Leases

ANYTHING requiring a signed contract

TIP: For a full list of eligible expenses, look at the chart of accounts listed in the *How to Reconcile PEX Card Statements* tutorial. Contact our staff with any questions.

Visit our website for forms and detailed SAGE tutorials: **cultureworksphila.org/for-members**

v. 2/16/2024

^{*}Rush processing is available for a \$50 service fee.