



CASE STUDY

PEX Enables a Smoother, Simpler, Modern Expense Process

Organization



Organization Type Charter Public School

Brief

The Thomas MacLaren School was struggling with the labor involved in the process of individually purchasing prepaid cards in specific amounts for staff to use in various expense situations, or asking staff to make the purchases with their own funds and submitting reimbursement requests. Implementing PEX has eliminated the need for these practices.

Thomas MacLaren School is a K-12th grade charter public school with a student body of 950 students. As the Director of Finance for over four years, Lori Richardson is committed to adding value to the school by upgrading processes, better organizing budgets and other needs for her team and school employees.

CHALLENGE

The key challenge for Lori was finding a streamlined, technology driven solution for managing expenses and staff spending at Thomas MacLaren School. While most smaller employee spending was managed via check reimbursements, larger expenses related to continuing education of the teaching staff such as conferences, workshops and events, proved to be the most difficult to manage due to unforeseen on-site costs. Additionally, having individual staff pay large amounts up front for an event and then wait to be reimbursed was not ideal. Previous to PEX, Lori's team would go out and purchase prepaid cards for staff to use in these types of expense transactions. As Lori explains, "We had to go out and purchase prepaid cards which was a lot of trouble and a lot of work on my staff. To have to physically go out and get [a card] for the right amount and sometimes there were fees associated with them - it was so much time and money to do all that up front."

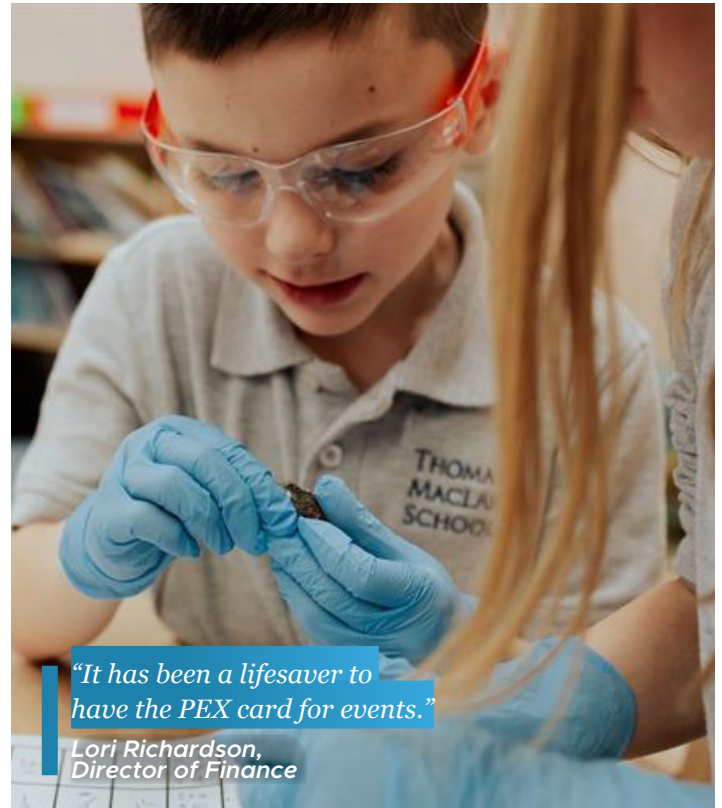
IMPLEMENTATION

After discovering PEX from BuyQ at a conference, Lori opted to set up PEX to address the needs of managing on-the-go expenses. As Lori says, “The [PEX] app has been a big help. I recently traveled out of town so it was nice to be able to see transactions in the app. And for my staff, it is great for them to use the app for their receipt capture - it makes it so much simpler for them.”

Additionally, Lori appreciated how easy it was to get PEX Credit Expense set up and running for the school. As she says, “Having [PEX] cards be readily available to hand to staff if they walked in and said, ‘I need to be able to purchase this right now today for training’ was very convenient. It was great that we could say, ‘Here’s a card, go get it.’ Instead of having to say ‘Go spend on your own and we will reimburse you.’ Everyone was excited about that.”

CLOSING REMARKS

With the addition of PEX Visa® Commercial Cards, Lori was able to find the solution she needed to manage the school’s expenses. Whether it was travel related expenses or small school related purchases, PEX has transformed the way Thomas MacLaren School tracks expenditures. As Lori says, “[PEX] cards have made purchasing much easier and smoother.”



“It has been a lifesaver to have the PEX card for events.”

Lori Richardson,
Director of Finance



A FEW OF THE BENEFITS OF PEX



TRACKING AND INSIGHTS

Precisely track and control spending by employees and volunteers. Payments are more transparent with the PEX solution.



STREAMLINE RECONCILIATION

PEX works with your General Ledger codes and integrates with most accounting software, allowing transactions to be easily allocated to different projects, events, travel, etc.



ENABLE FUNDING ADJUSTMENTS IN REAL-TIME

You have the option to either directly fund and defund cards or automate the process. Set up alerts to instantly know when a card is used or a transaction is declined.