

CHECKLIST FOR BECOMING A PURCHASING CARDHOLDER

(P-Cardholder)

Step 1: FORMS

- [Apply for P-Card](#) by completing the P-Card Application and emailing it to the [P-CardTeam](#) for processing.
- Coordinate with your [Agency SPOC](#) to complete and submit the [Oracle EBS Access Request Form](#) to [Business Resource Center \(BRC\)](#) for user access and permissions in Oracle iExpense.

Note:

Access Request form is not needed for Proxy Users; however, they will need to be set up as a proxy.

Step 2: TRAINING

Two Required Trainings Needed:

1. [Purchasing Card \(P-Card\) Training](#)
2. [Oracle EBS iExpense User Training](#)

Step 3: P-Card Team

The P-Card Team will notify you when your P-Card is received.

Please visit the [P-Card](#) website for more information.

