



Revised June 10, 2022



King County P-CARD APPLICATION

Please return the signed application to: PCardTeam@kingcounty.gov

Please enter the name that appears in ProcureBot

Last Name	First Name	PeopleSoft #
Department	Division	
Section	Job Title	
Business Address	Group	
City	State	Zip Code
Business Phone #		Email Address

AUTHORIZATION LIMITS
Policy detail of \$20,000 monthly credit limit and \$10,000 single purchase limit will be applied. Higher limits must be approved by Chief Procurement Officer. Monthly Credit Limit: _____ Single Transaction Limit: _____

EMPLOYEE/APPROVAL SIGNATURES

Print Name/Title	Cardholder Signature	Date
Print Name/Title	Supervisor/Manager Signature	Date
Print Name/Title	Division Director /Coordinator Signature	Date
Print Name/Title	P-Card Department Coordinator Signature	Date

FOR OFFICIAL USE ONLY

Company: _____ Division: _____ Department: _____ Completed by: _____

Checkbox	For Internal Use only	Date
<input type="checkbox"/>	Enter application into US Bank	
<input type="checkbox"/>	Add cardholder's information to Hierarchy & Oracle	
<input type="checkbox"/>	Add card number to Home Depot	
<input type="checkbox"/>	Add cardholder's name to 225rps, Procurement Card Group	
<input type="checkbox"/>	Complete US Bank user profile & link account number	
<input type="checkbox"/>	Notify cardholder for P-Card user confirmation	
<input type="checkbox"/>	Invite cardholder to the next P-Card training	
<input type="checkbox"/>	Invite and sign up cardholders for Amazon Business	

Page 2 of 2
Rev 5/24/22

Department of Executive Services
Business Resource Center
One-ES-0413 401 5th Ave, Ste 613
Seattle, WA 98104
security@kingcounty.gov

King County

AGENCY ORACLE EBS SECURITY ACCESS REQUEST FORM (EBS-SARF)

Use this form to Request new user access, revise security access for existing users, or to request access for an employee transferring to your agency. Review the [2017 Responsibilities Matrix](#) to determine which training is required for your access request.

EMPLOYEE TRANSFER INFORMATION This section required for any employee transferring into your agency.
If this user is transferring to you from another King County agency, please complete the following fields: Transferring From: _____ Effective Date: _____
If **Add Update Access** is required with any update to GL Approver and GL User access, Submit completed form to: SSL_Team@kingcounty.gov
If **Procurement A&E Update Form** is required with any update to Expense Approver or Procurement Approver access, Submit completed form to: OracleAME@kingcounty.gov
If requests need to be reassigned to your new employee, please complete the [Requisition Transfer Form](#) and submit a [Help Ticket](#).

EBS USER INFORMATION

First Name: _____ Last Name: _____ Dept/Division: _____
Employee #: _____ Job Title: _____ Request Date: _____

Is this person a new Oracle EBS User? Yes No If no, please provide EBS User name:
If this user is a contract employee with King County, submit a [Contract Information Form](#) with this request.

INQUIRY ACCESS These five inquiry responsibilities are granted to all users.
KC EBS AP Inquiry | KC EBS FA Inquiry | KC EBS GL Inquiry | KC EBS PO Inquiry | KC EBS AR Inquiry
 Check this box to request **Receiving Access** only for the five responsibilities listed above.

LEGEND R = Retain + = Add or Modify - = Revoke or Remove * = Procurement A&E Form required

FOR EXISTING USERS: Run the [SAP003 Oracle User Responsibility report](#) to determine current access. Select all responsibilities to be retained.

Accounts Receivable

R	+	-	Responsibility	R	+	-	Responsibility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS AR Misc Receipts User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workorder/Procurement/Division Only - subject to WTR Training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC WTR AR User
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC WTR AR Expert User

Fixed Assets

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC FLEET FA Transactions User - Fleet Fixed Asset Staff Only
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General Ledger [Detailed Access Matrix](#) is required for all additions or removals of responsibilities.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS GL Approver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS GL User
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS GL Budget User				

Expense [Detailed Access Matrix](#) is required for adding or removing the KC EBS EXP Approver responsibility.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS EXP Approver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS EXP User
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Inventory - For DES, Fleet, WTR, DPL & DMR-WTR Only. License approval required.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC LMTD INV Approver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC LMTD INV Expert User
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC LMTD INV Item User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS INV Inquiry

Procurement [Detailed Access Matrix](#) is required for adding or removing the KC EBS PROC Approver responsibility.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS IPROC Requisition & Receiving User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS IPROC Requisition User
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS IPROC Receiving User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC EBS IPROC Approver*

Procurement -

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC LMTD INV Receiving User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KC LMTD PO Receiving Form User - smls, DES Rev, and O&M only
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Rev. 3/2022
Page 1 of 2

CHECKLIST FOR BECOMING A PURCHASING-CARDHOLDER (P-Cardholder)

What Forms and Trainings are Required?

FORMS

- Purchasing Card Application:** located on the [P-Card](#) website under [Apply for a P-Card](#). Return completed forms to the [P-CardTeam](#).
- Oracle EBS Access Request Form:** Return completed [Access Request Form](#) to [BRC](#) for user access and permission in Oracle.

Note: Access Request form is not needed for Proxy Users, however they will need to be set up as a proxy. Visit [BRC's](#) site for more information on Proxy/Delegate Request.

TRAINING

Oracle EBS iExpense and Purchasing Card Training:

The BRC and the P-Card team have collaborated to ensure P-Cardholders receive full training both in iExpense and Purchasing Card prior to receiving Oracle access and their physical card. P-Card training is held on the first Wednesday of every month. EBS iExpense training is now offered as an online course.

Click links below to Register for:

- [Oracle EBS – iExpense User training course](#)
- [Purchasing Card \(P-Card\) Training](#)