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-Card Team.

- **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](#)