What Forms and Trainings are Required?

FORMS

**Purchasing Card Application:** located on the P-Card website under [Apply for a P-Card](#). Your Authorized limits should be set by a P-Card Coordinator or Approver. 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 Tuesday of every month. EBS iExpense training is now offered as an online course.

Click links below to Register for:

- **On-Demand EBS Training Course - iExpense-Intro to iExpense.**
- **Purchasing Card (P-Card) Training.**