

**U.S. Department of Energy - Oak Ridge Office**  
**Human Capital Assessment Group**  
**Training Course Bulletin**

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**Course Name:** STRIPES PURCHASE CARD HOLDER

**Course Number:** 001778

**Session Number:** 0001 - September 9, 2008, 8:30-11:30  
0005 - September 9, 2008, 12:30-3:30  
0002 - September 16, 2008, 8:30-11:30  
0006 - September 16, 2008, 12:30-3:30  
0003 - September 23, 2008, 8:30-11:30  
0007 - September 23, 2008, 12:30-3:30  
0004 - September 30, 2008, 8:30-11:30  
0008 - September 30, 2008, 12:30-3:30

**Description:** In this course you will learn what your roles is in STIPES and how to set up your PCard in the Preferences menu, how to create an EZ-REQ, create a PCard document, and close out a PCard document in STRIPES. It is highly recommended you complete the DOE Online Learning Center's <https://olc2.energy.gov> "STRIPES Navigation" and "STRIPES Micro-Purchase" courses before attending this course.

**Prerequisite:** Completion of the following I-Manage Data Warehouse simulations <http://crinfo.doe.gov/officedocs/cf40/home/STRIPESsimulations.htm> (Print and provide certificates of completion to Beth Holt, with a copy to Sharon Moore, AD-42):

- Getting Started in STRIPES
- Viewing Data in STRIPES
- Creating and Checking Notifications in STRIPES
- Creating Requisitions in STRIPES
- Creating and Routing Supporting Documents in STRIPES
- Creating Purchase Orders in STRIPES

**Audience:** All ORO Purchase Card Holders

**Instructors:** Beth Holt and Sharon Moore

**Date/Time(s):** September 9, 2008, 8:30-11:30 and 12:30-3:30  
September 16, 2008, 8:30-11:30 and 12:30-3:30  
September 23, 2008, 8:30-11:30 and 12:30-3:30  
September 30, 2008, 8:30-11:30 and 12:30-3:30

**Location:** Federal Office Building, Room B045

**Slots:** 12

**Cost:** No cost

Federal employees should access the HCAG homepage and forward a completed electronic Training Request Form <http://www.ora.gov/tdd/tddreq.htm>.

For additional information, call (865) 576-1082.

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