



University of Colorado

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PROCUREMENT SERVICE CENTER

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Online Courses Related to Procurement and Travel ^[1]

There are many online courses related to procurement and travel. Some are required for system access (e.g., for all roles except Shopper in CU Marketplace), while others are highly recommended (e.g., for work in the Concur Travel & Expense System). These SkillSoft courses may be accessed via your [campus portal](#) ^[2].

Note: Course requirements are highlighted during the application process - for example, when applying to be a Procurement Card cardholder.

What Skillsoft courses should you take?

- Quick Reference Guide [Access & Training Requirements](#) ^[3]

Concur - Booking Travel

Guides you through the steps to book employee University travel within the Concur Travel and Expense System. This includes reservations for domestic airfare, car rentals, and hotels.

Recommended for individuals who book employee University travel, on behalf of themselves or others, within the Concur Travel and Expense System.

Go to course-specific resources [Booking Travel](#) ^[4]

Concur - Reconciling Procurement Card

Guides you through the necessary steps to process Procurement Card transactions within the Concur Travel and Expense System.

Recommended for individuals who reconcile Procurement Card transactions, on behalf of themselves or others, within the Concur Travel and Expense System.

Go to course-specific resources [Reconciling Procurement Card](#) ^[5]

Concur - Reconciling Travel

Guides you through the necessary steps to process University of Colorado employee Travel Card transactions and reimbursements within the Concur Travel and Expense System.

Recommended for individuals who reconcile University travel. In other words, employees who process Travel Card transactions as well as University of Colorado employee reimbursements

on behalf of themselves or others, within the Concur Travel and Expense System.

Go to course-specific resources [Reconciling Travel](#) [6]

CU Marketplace - Approver

Provides you with information about approving requisitions within CU Marketplace.
Required for individuals who need the Approver role for requisitions within CU Marketplace.

Go to course-specific resources [CU Marketplace - Approver](#) [7]

CU Marketplace - Invoice Match Exception Approver

Provides you with information about approving vouchers with match exceptions within CU Marketplace.
Required for individuals who need the Invoice Match Exception Approver role within CU Marketplace.

Go to course-specific resources [Invoice Match Exception Approver](#) [8]

CU Marketplace - Receiver

Provides you with information about receiving within CU Marketplace.
Required for individuals who need the Receiver role within CU Marketplace. (It is not required if you have completed the CU Marketplace Requestor online course and passed the quiz.)

Go to course-specific resources [CU Marketplace - Receiver](#) [9]

CU Marketplace - Requestor

Provides you with information about shopping and submitting orders within CU Marketplace.
Required for individuals who need the Requestor role within CU Marketplace.

Go to course-specific resources [CU Marketplace - Requestor](#) [10]

CU Marketplace - Shopper

Provides you with information about shopping within CU Marketplace.
Recommended for individuals who have, or who wish to have, the Shopper role within CU Marketplace.

Go to course-specific resources [CU Marketplace - Shopper](#) [11]

Procurement Card Approving Official Training

Discusses your responsibilities as an Approving Official (AO) for the Procurement Card Program, and how to fulfill those responsibilities efficiently.
Required for individuals to become Approving Officials within the Procurement Card Program.

To apply:

- [Approving Official Application/Update](#) [12] form

Procurement Card Cardholder Training

Discusses the policies and procedures governing the use of the university Procurement Card, as well as your individual responsibilities as a Cardholder.

Required for individuals to become Cardholders within the Procurement Card Program.

Go to course-specific resources [Procurement Card Cardholder Training](#) [13]

To apply:

- [Cardholder Application - Procurement Card](#) [14] form

Procurement - Purchasing and Contract Management

Discusses the policies and procedures you need to know if you are responsible for purchasing -- or paying for -- goods and services on behalf of the University. This includes information on documentation requirements, working with purchasing agents, and managing vendor performance.

Required for most CU Marketplace roles, as well as for Procurement Card Cardholders and Approving Officials.

For more knowledge see also:

- [University of Colorado Procurement Rules](#) [15]
- [Procurement Code of Ethics](#) [16]

Travel and Travel Card Training

Discusses the policies and procedures related to official University business travel.

Required for Travel Cards and cash advances. Skillsoft.

For more knowledge see also:

- [PSC Procedural Statement: Travel](#) [17]
- [PSC Procedural Statement: Travel Card Handbook](#) [18]

Fiscal Code of Ethics

Discusses the University's Fiscal Code of Ethics (focusing specifically on the Employee Code) and how to apply it in your daily work life.

Required for most CU Marketplace roles, as well as for Procurement Card Cardholders and Approving Officials, Travel Card Cardholders, and individuals who need to request cash advances.

For more knowledge see also:

- [Fiscal Code of Ethics](#) [19]
- [APS 4016 - Fiscal Code of Ethics](#) [20]

Source URL: <http://www.cu.edu/psc/online-courses-related-procurement-and-travel>

Links:

- [1] <http://www.cu.edu/psc/online-courses-related-procurement-and-travel>
- [2] <https://my.cu.edu>
- [3] <http://www.cu.edu/psc/policies/access-training-requirements>
- [4] <http://www.cu.edu/psc/training/online-course-resources/concur-booking-travel>
- [5] <http://www.cu.edu/psc/concur-resources-reconciling-procurement-card>
- [6] <http://www.cu.edu/psc/concur-resources-reconciling-travel>
- [7] <http://www.cu.edu/psc/cu-marketplace-resources-approver-role>
- [8] <http://www.cu.edu/psc/cu-marketplace-resources-invoicematch-exception-approvers>
- [9] <http://www.cu.edu/psc/cu-marketplace-resources-receiver-role>
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- [11] <http://www.cu.edu/psc/cu-marketplace-resources-shopper-role-1>
- [12] <http://www.cu.edu/psc/policies/approving-official-applicationupdate-ao>
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- [15] <http://www.cu.edu/psc/policies/procurement-rules>
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- [19] <http://www.cu.edu/controller/fiscal-code-ethics>
- [20] <http://www.cu.edu/ope/aps-4016-fiscal-code-ethics>