



University of Colorado

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**PROCUREMENT SERVICE CENTER**

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## **Training** <sup>[1]</sup>

Learn how to purchase and pay for goods and services and how to travel and process travel reimbursements. For a list of training requirements and access request forms, please visit <http://www.cu.edu/psc/policies/access-training-requirements> <sup>[2]</sup>.

### **CU Marketplace**

Purchasing and payment processing in the University's eProcurement system.

[CU Marketplace Learning Resources](#) <sup>[3]</sup>

### **Booking Travel (including use of Concur Travel)**

Booking trips for employees and non-employees, identifying travel arrangers, and updating traveler profiles.

[Booking Travel Learning Resources](#) <sup>[4]</sup>

### **Concur Expense - Reconciling Travel**

Processing travel and other reimbursements.

[Reconciling Travel Learning Resources](#) <sup>[5]</sup>

### **Concur Expense - Reconciling Procurement Card**

Allocating SpeedTypes and other processing for Procurement Card expense reports.

[Reconciling Procurement Card Learning Resources](#) <sup>[6]</sup>

### **Related Links**

There are many online courses related to procurement and travel.

- [Online Course Related Resources](#) <sup>[7]</sup>

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**Source URL:** <http://www.cu.edu/psc/training>

**Links:**

- [1] <http://www.cu.edu/psc/training>
- [2] <http://www.cu.edu/psc/policies/access-training-requirements>
- [3] <http://www.cu.edu/psc/cu-marketplace-training>
- [4] <http://www.cu.edu/psc/booking-travel>
- [5] <http://www.cu.edu/psc/reconciling-travel-concur>
- [6] <http://www.cu.edu/psc/reconciling-procurement-card-concur>
- [7] <http://www.cu.edu/psc/online-course-related-resources>