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Procurement Courses [1]

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- CU: IT Procurement
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- CU: Procurement Card Cardholder Training
- CU: Purchasing Goods and Services with CU Marketplace

- CU: Requesting Cash Advances for Travel
- CU: Travel and Travel Card Training
- CU: Procurement Fundamentals

Course	Audience	Description
CU: IT Procurement	It is required for anyone requesting a Procurement Card, or becoming an Approving Official.	After completing this 30-minute course, learners will be able to follow the guidelines and policies related to procuring IT goods and services, in addition to being able to locate campus and PSC resources supporting IT procurement. HCM Course Code: u00282 Start Course [3]
CU: Procurement Card Approving Official Training	Required for individuals designated to serve as approving officials in the departmental Procurement Card Program.	This 20-minute course covers the responsibilities of an approving official (AO) for the Procurement Card Program. You must complete the course and the accompanying quiz (including the agreement) to get complete credit for this training. HCM Course Code: a00025 Start Course [4]

Course	Audience	Description
CU: Procurement Card Cardholder Training	Required for individuals who request the Procurement Card (University of Colorado Visa) to make small-dollar purchases for their departments.	This 20-minute course covers the policies and procedures governing the use of a university Procurement Card, as well as about your individual responsibilities as a cardholder. You must complete the course and the accompanying quiz (including the agreement) to get complete credit for this training. HCM Course Code: u00053 Start Course [5]
CU: Purchasing Goods and Services with CU Marketplace	This course is required for anyone requesting access to CU Marketplace.	This 45-minute course introduces new users of CU Marketplace to using the system for purchasing items for their departments. Covers the overall process of purchasing based on roles users have in CU Marketplace, including creating and submitting shopping carts, submitting requisitions, approving requisitions, and authorizing payment. HCM Course Code: u00220 Start Course [6]
CU: Requesting Cash Advances for Travel	This course is required for any employee requesting or approving a cash advance for university travel.	If you are planning a trip for official university business, you may be able to request a cash advance. This 30-minute course describes policies and procedures for requesting a cash advance. It also lists your responsibilities when obtaining and reconciling a cash advance. Prerequisites: Travel and Travel Card Training u00078 and Fiscal Code of Ethics f00001. HCM Course Code: u00272 Start Course [7]

Course	Audience	Description
CU: Travel and Travel Card Training	Required to obtain a Travel Card Recommended for those who travel, approve travel, and arrange travel for others.	This 30-minute course covers the policies and procedures related to official university business travel. HCM Course Code: u00078 ? Start Course [8]
CU: Procurement Fundamentals	This course is recommended for anyone requesting access to CU Marketplace or Concur and anyone requesting a university purchasing or travel card.	This 30-minute course provides an overview of procurement at the university, including terminology, services, processes, policies, and more. This course is also a pre-requisite for role-specific courses required for access. You must take the quiz and score 80% or higher to receive credit for the course. HCM Course Code: u00208 ? Start Course [9]

Groups audience:
Employee Services

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