

CU Marketplace Resources for Approver Role ^[1]

The following information is supplemental to the CU Marketplace: Approver Skillsoft course and may be helpful as you approve requisitions in the CU Marketplace.

PSC Website

The [PSC website](#) ^[2] contains information on procurement policies, procedures, and learning resources, including:

- [PSC Procedural Statement Sensitive Expenses](#) ^[3]
- [PSC Procedural Statement After-the-Fact Purchases](#) ^[4]

Take the courses and request access

Several online courses are required for this role. For more information see [Access & Training Requirements](#) ^[5].

The courses are delivered online in Skillsoft. Log in to your campus portal and on the **CU Resources Home** tab, click the **Skillsoft** tile.

[Launch the CU Marketplace - Approver course.](#) ^[6]

When you've completed the required trainings, your department will request your access using the [CU Identity Manager \(OIM\)](#) ^[7]. You'll receive an email notification when you have access.

Commodity Listing

The [Commodity Listing](#) ^[8] is a good starting place for any purchase. Several commodities link to How to Buys, that outline procurement options and procedures, as well as any special notes and the contact information for that commodity's PSC Purchasing Agent.

Understanding your new Role

As an Approver you are responsible for ensuring that requisitions requiring approval, typically exceeding \$10,000, are accurate, appropriate, and reasonable. Those with a SpeedType fiscal role other than Officer or Fiscal Staff-Report Recipient can have this role in CU Marketplace. You're able to:

- Approve, reject or return requisitions over \$10,000 and Payment Vouchers in any dollar amount.; and
- Search all documents in the CU Marketplace.

Refer to the Learning Resources

The [CU Marketplace Training page](#) [9] on the PSC website has step-by-step instructions, including:

- [Approving Requisitions](#) [10]
- [Initiating Email Approvals within CU Marketplace](#) [11]
- [Returning Requisitions to Shared Approval Folders](#) [12]
- [Assigning Substitute Approvers](#) [13]
- [Searching for POs](#) [14]
- [Looking Up Invoices](#) [15]

PSC COMMUNICATOR Newsletter

The [PSC newsletter](#) [16] frequently includes information on procurement.

Source URL: <https://www.cu.edu/psc/cu-marketplace-resources-approver-role>

Links

[1] <https://www.cu.edu/psc/cu-marketplace-resources-approver-role>

[2] <https://www.cu.edu/psc>

[3] <https://www.cu.edu/psc/policies/psc-procedural-statement-sensitive-expenses>

[4] <https://www.cu.edu/psc/procedures/after-fact-purchases>

[5] <https://www.cu.edu/controller/training/access-training-requirements>

[6]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid>

[7] <https://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-manager>

[8] <https://www.cu.edu/psc/commodity-listing>

[9] <https://www.cu.edu/psc/training/cu-marketplace-training>

[10] <https://www.cu.edu/psc/cu-marketplace-how-approving-requisitions-within-cu-marketplace>

[11] <https://www.cu.edu/psc/cu-marketplace-how-initiating-email-approvals-within-cu-marketplace>

[12] <https://www.cu.edu/psc/cu-marketplace-how-returning-requisitions-shared-approval-folders>

[13] <https://www.cu.edu/psc/cu-marketplace-how-assigning-substitute-requisition-approvers>

[14] <https://www.cu.edu/psc/cu-marketplace-how-searching-pos-within-cu-marketplace>

[15] <https://www.cu.edu/psc/cu-marketplace-how-looking-invoices>

[16] <https://www.cu.edu/psc/newsletter>