Training [1]

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 [2].

CU Marketplace

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

CU Marketplace Learning Resources [3]

Booking Travel

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

Booking Travel Learning Resources [4]

Reconciling Non-Employee Travel

Processing travel and other reimbursements for non-employees.

Reconciling Non-Employee Travel Learning Resources [5]

Reconciling Employee Travel

Processing travel and other reimbursements for employees.

Reconciling Employee Travel Learning Resources [6]

Reconciling Procurement Card

Allocating SpeedTypes and other processing for Procurement Card expense reports.

Reconciling Procurement Card Learning Resources [7]

Related Links

There are many online courses [8] related to procurement and travel.

Source URL: https://www.cu.edu/psc/training

Links:
[1] https://www.cu.edu/psc/training
[2] https://www.cu.edu/psc/policies/access-training-requirements
[8] https://www.cu.edu/psc/online-courses-related-procurement-and-travel