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 the Access & Training Requirements guide [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/other reimbursements and refunds for non-employees.

**Reconciling Non-Employee Travel Learning Resources** [5]

**Reconciling Employee Travel**

Processing travel/other reimbursements and refunds 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]

**Payment Resource Center**

Looking up payment status for invoices, reimbursements, and study subjects

**Payment Resource Center** [8]

**Procurement Dashboards**
Interactive summary of your department’s spending

Procurement Dashboards [9]

**PSC Training Requests** [10]

**Training Topic** *

- Text Procedures
- How-to Video (includes Text Procedures)
- Webinar
- Newsletter Article
- Customized Training for Your Department

**How should this training be presented:** *

☐ Text Procedures
☐ How-to Video (includes Text Procedures)
☐ Webinar
☐ Newsletter Article
☐ Customized Training for Your Department

**Your Email Address**

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/training/payment-resource-center
[9] https://www.cu.edu/psc/training/procurement-dashboards
[10] https://www.cu.edu/psc/forms/psc-training-requests

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