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 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** *

**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**

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

**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