Training

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.

CU Marketplace

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

CU Marketplace Learning Resources

Booking Travel

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

Booking Travel Learning Resources

Reconciling Non-Employee Travel

Processing travel and other reimbursements for non-employees.

Reconciling Non-Employee Travel Learning Resources

Reconciling Employee Travel

Processing travel and other reimbursements for employees.

Reconciling Employee Travel Learning Resources

Reconciling Procurement Card

Allocating SpeedTypes and other processing for Procurement Card expense reports.

Reconciling Procurement Card Learning Resources

Related Links

There are many online courses 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