Online Courses Related to Procurement and Travel [1]

There are many online courses available in your campus portal [2]. On the CU Resources Home page, select the Skillsoft tile.

Some courses are required, some are recommended. Which Skillsoft courses should you take? See Access & Training Requirements [3].

**Concur - Booking Travel**

Guides you through the steps to book travel in the Concur Travel & Expense System (Concur). For resources related to this course, see Booking Travel [4].

**Concur - Reconciling Procurement Card**

Guides you through the steps to process Procurement Card transactions in Concur. For resources related to this course, see Reconciling Procurement Card [5].

**Concur - Reconciling Travel**

Guides you through the steps to process University of Colorado employee Travel Card transactions and reimbursements in Concur. For resources related to this course, see Reconciling Travel [6].

**CU Marketplace - Approver**

Provides you with information about approving requisitions in CU Marketplace. For resources related to this course, see CU Marketplace - Approver [7].

**CU Marketplace - Invoice Approver**

Provides you with information about approving vouchers with match exceptions in CU Marketplace. For resources related to this course, see Invoice Approver [8].

**CU Marketplace - Receiver**

Provides you with information about receiving in CU Marketplace. For resources related to this course, see CU Marketplace - Receiver [9].

**CU Marketplace - Requestor**

Provides you with information about shopping and submitting orders in CU Marketplace. For resources related to this course, see CU Marketplace - Requestor [10].
**CU Marketplace - Shopper**

Provides you with information about shopping in CU Marketplace. For resources related to this course, see CU Marketplace - Shopper [11].

**Procurement Card Approving Official Training**

Discusses your responsibilities as an Approving Official (AO) for the Procurement Card, and how to fulfill those responsibilities efficiently. For resources related to this course, see Procurement Card Cardholder Training [12]. To apply, see the Approving Official Application/Update [13] form.

**Procurement Card Cardholder Training**

Discusses the policies and procedures governing the use of the Procurement Card, as well as your individual responsibilities as a Cardholder. For resources related to this course, see Procurement Card Cardholder Training [12]. To apply, see the Cardholder Application - Procurement Card [14] form.

**Procurement - Purchasing and Contract Management**

Discusses the policies and procedures you need to know if you are responsible for purchasing -- or paying for -- goods and services on behalf of the University. This includes information on documentation requirements, working with purchasing agents, and managing supplier performance. For resources related to this course, see Purchasing & Contract Management [15].

**Travel and Travel Card Training**

Discusses the policies and procedures related to official University business travel. For resources related to this course, see Travel and Travel Card Training [16].

**Fiscal Code of Ethics**

Discusses the University's Fiscal Code of Ethics (focusing specifically on the Employee Code) and how to apply it in your daily work life. For resources related to this course, see Fiscal Code of Ethics [17].

**PSC Training Requests [18]**

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/online-courses-related-procurement-and-travel

Links
[1] https://www.cu.edu/psc/training/online-courses-related-procurement-and-travel
[2] https://my.cu.edu
[3] https://www.cu.edu/psc/policies/access-training-requirements
[4] https://www.cu.edu/psc/training/online-course-resources/concur-booking-travel
[12] https://www.cu.edu/psc/resources-procurement-card-cardholders
[14] https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc
[16] https://www.cu.edu/psc/training/online-course-resources/travel
[17] https://www.cu.edu/controller/fiscal-code-ethics
[18] https://www.cu.edu/psc/forms/psc-training-requests