

## **Online Courses Related to Procurement and Travel** <sup>[1]</sup>

There are many online courses available in your [campus portal](#) <sup>[2]</sup>. On the CU Resources Home page, select the Skillssoft tile.

Some courses are required, some are recommended. Which Skillssoft courses should you take? See [Access & Training Requirements](#) <sup>[3]</sup>.

### **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](#) <sup>[4]</sup>.

### **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](#) <sup>[5]</sup>.

### **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](#) <sup>[6]</sup>.

### **CU Marketplace - Approver**

Provides you with information about approving requisitions in CU Marketplace. For resources related to this course, see [CU Marketplace - Approver](#) <sup>[7]</sup>.

### **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](#) <sup>[8]</sup>.

### **CU Marketplace - Receiver**

Provides you with information about receiving in CU Marketplace. For resources related to this course, see [CU Marketplace - Receiver](#) <sup>[9]</sup>.

### **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](#) <sup>[10]</sup>.

## **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.

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**Source URL:** <https://www.cu.edu/psc/training/online-courses-related-procurement-and-travel>

**Links**

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- [4] <https://www.cu.edu/psc/training/online-course-resources/concur-booking-travel>
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