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 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 [5].

CU Marketplace - Approver

Provides you with information about approving requisitions in CU Marketplace. For resources related to this course, see CU Marketplace - Approver [6].

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 [7].

CU Marketplace - Receiver

Provides you with information about receiving in CU Marketplace. For resources related to this course, see CU Marketplace - Receiver [8].

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 [9].

CU Marketplace - Shopper

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

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 [11]. To apply, see the Approving Official Application/Update [12] 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 [11]. To apply, see the Cardholder Application - Procurement Card [13] form.

Travel and Travel Card Training

Discusses the policies and procedures related to official University business travel. For resources related to this couse, see Travel and Travel Card Training [14].

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 [15].

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/node/43257
[5] https://www.cu.edu/node/43260 [6] https://www.cu.edu/node/43259 [7] https://www.cu.edu/psc/cu-marketplace-resources-invoicematch-exception-approvers [8] https://www.cu.edu/psc/cu-marketplace-resources-receiver-role [9] https://www.cu.edu/psc/cu-marketplace-resources-requestor-role
[10] https://www.cu.edu/psc/cu-marketplace-resources-shopper-role-1 [11] https://www.cu.edu/psc/resources-procurement-card-cardholders [12] https://www.cu.edu/psc/forms/approving-official-applicationupdate
[13] https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc
[14] https://www.cu.edu/psc/training/online-course-resources/travel [15] https://www.cu.edu/controller/fiscal-code-ethics