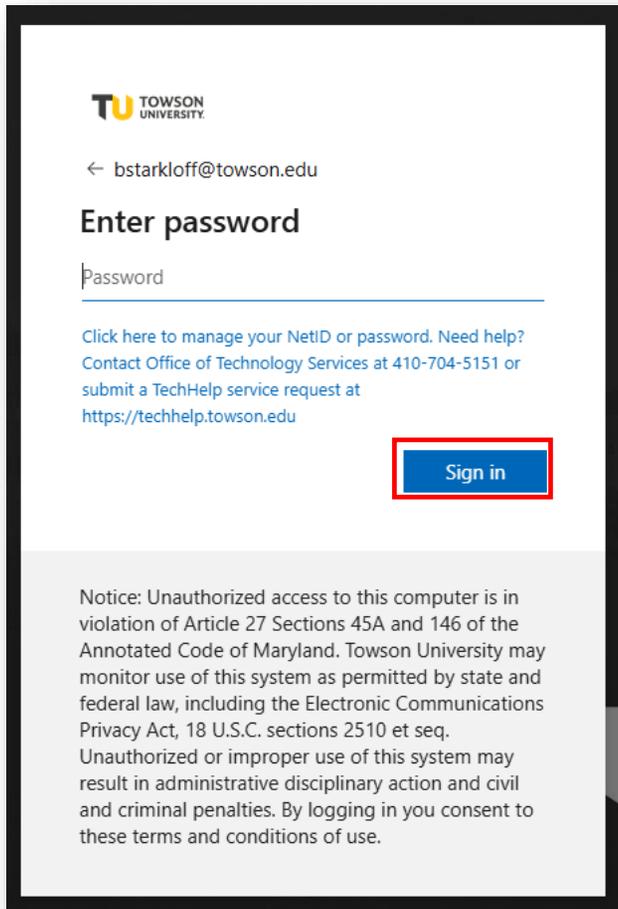


How To Enter a Requisition for the Next Fiscal Year

If you already have a requisition started, see page 10.

Log into [Stratus Financials](#) using Company Single Sign-On.



TU TOWSON UNIVERSITY

← bstarkloff@towson.edu

Enter password

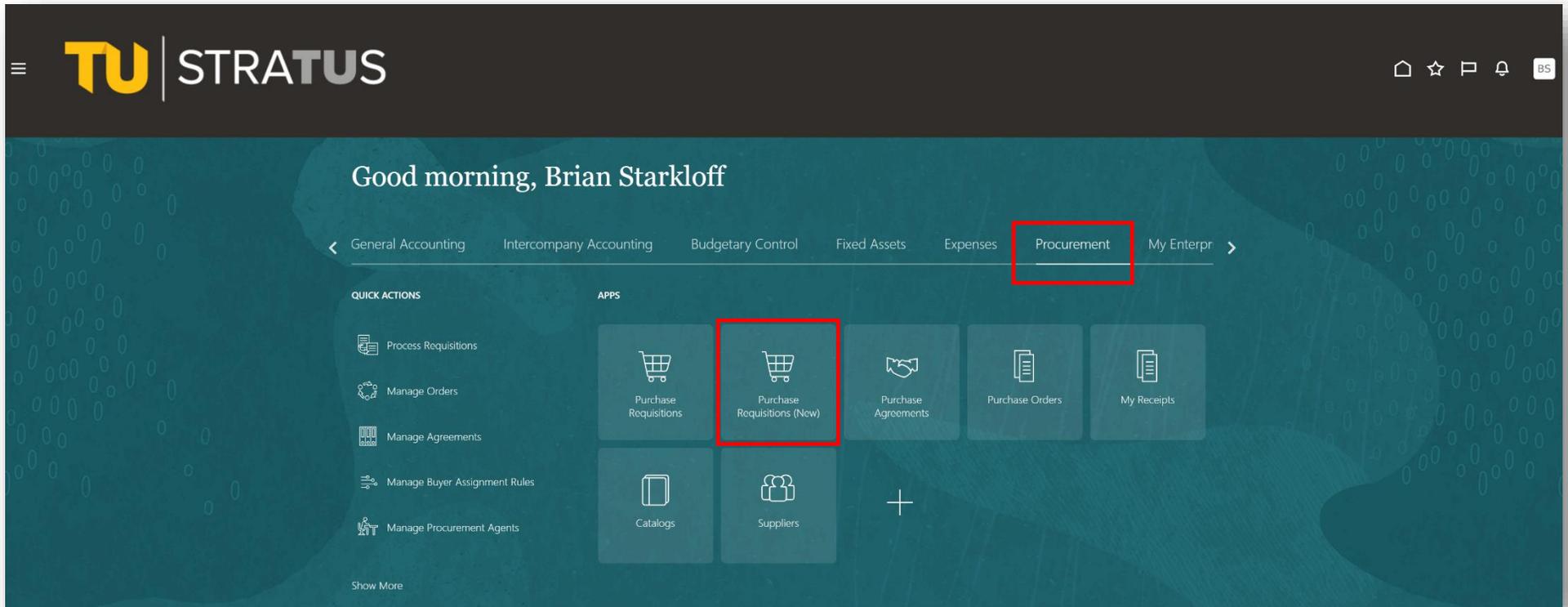
Password

[Click here to manage your NetID or password. Need help?](#)
[Contact Office of Technology Services at 410-704-5151](#) or
[submit a TechHelp service request at https://techhelp.towson.edu](#)

Sign in

Notice: Unauthorized access to this computer is in violation of Article 27 Sections 45A and 146 of the Annotated Code of Maryland. Towson University may monitor use of this system as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By logging in you consent to these terms and conditions of use.

Navigate to the Procurement tab and select the Purchase Requisition (New) tile.



Select Create Noncatalog Request to start a new requisition.

The screenshot displays the 'Self Service Procurement' interface for Towson University. At the top, there is a dark teal header with the title 'Self Service Procurement' and the university name 'Towson University | Towson University'. On the right side of the header, there are two buttons: 'Actions' with a dropdown arrow and 'Preferences' with a gear icon. Below the header is a search bar with a magnifying glass icon and the placeholder text 'Search for items or services'. The main content area is white and features a link 'TU How to Enter a Requisition' with a circular icon. Below this link is a red-bordered button labeled 'Create Noncatalog Request'. Further down, there is a section titled 'My recent requisitions' which contains two cards. The left card is for a 'Draft' requisition (REQ0005709) titled 'Professional Development' with '1 Line' and a creation date of '12/4/24'. The right card is for a 'Delivered' requisition (REQ0004160) also titled 'Professional Development' with '1 Line', a purchase order number 'TOW0002519', and a buyer named 'Bindu Balakrishna'.

Here is the requisition form. Begin by filling out the item description, followed by Item Type. Depending on the item type you select, you will need to complete the remaining fields based on that items type such as Category (account), Quantity, Unit of Measure (UOM), Pricing options, and Source/Supplier (If you want to choose a supplier that is not already in the system, see appendix.)

Item types: These options replace the different non catalog request forms in the old system. Select Goods by quantity, services by amount or services by quantity.

Create Noncatalog Request

Cancel Add to List Add to Cart

Item Description Required

Item Type: Goods billed by quantity Required Category Required

Pricing

Quantity: 1 UOM Required

Price Required Currency: USD

Source

New supplier

Supplier Supplier Site

Supplier Contact Supplier Item

Wildcard Tip: When searching for Supplier, you can type % before or after any letters the supplier contains, and results will populate. This comes in handy if you are unsure of exactly how the supplier is listed within the system. For example, if you are searching for “Baltimore Business Journal” you can type %bus and it will populate.

Supplier

- Abbott Bus Lines
- American Combustion Industries Inc
- Anderson Bus Co
- Baltimore Business Journal

) is signed in

For attachment category, leave the selection of: To Buyer. Then drag and drop your attachment(s).

Internal to Requisition

To Receiver

Miscellaneous

To Approver

To Buyer

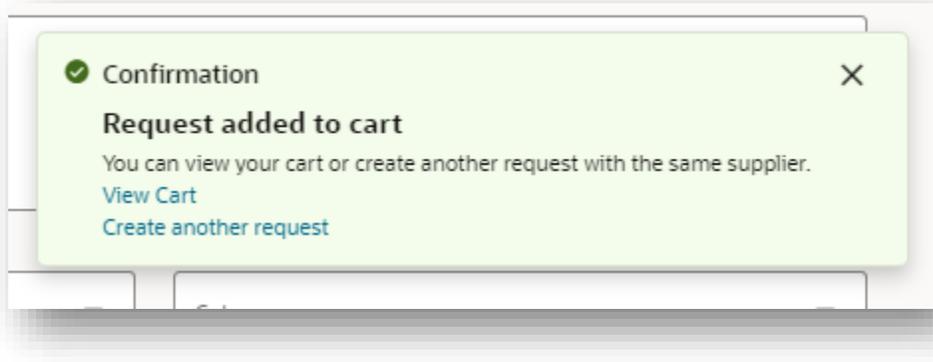
To Supplier

Category
To Buyer

Drag and Drop
Select or drop files here.

URL

When your form is complete, select Add to Cart at the top right.



After you add to cart, this confirmation box will appear. You can now select View Cart to complete the requisition process. Or if you want to create another line for this requisition, you can select create another request.

Header of Requisition: Within the Requisition summary you will find additional options for delivery, urgency, notes, etc. Click on the icon here.

This icon will take you to header info:

Cart
Requisition REQ0005963

Actions Submit

Supplies Admin-Markers, Pens, Boards
Sold By Uline
\$100.00 Each
Quantity: 25

Supplies Janitorial
Sold By Uline
\$200.00 Each
Quantity: 5

TEST Office chairs First floor Admin
Sold By Uline
\$800.00 Each
Quantity: 10

Requisition summary

Subtotal	\$11,500.00
Estimated Tax	\$0.00
Approval Amount	\$11,500.00

Description
Requester
Oreoluwa Oyelaja
Deliver to Location
Towson University
Charge To
Multiple
Funds Status
Not reserved
Budget Date
Multiple

Self Service Procurement | My Requisitions | Cart 3

Requisition Header info:

Here you may add an additional Header level Description or Justification. These fields are optional.

You can change the Requester if you are entering a requisition on behalf of someone else. This requisition will be routed to them.

If you want to change the requested delivery date, click on the icon to the right and select a new date.

REQ0005296

Requisition

Cancel Update

Description

Justification

Delivery

Requester
Brian Starkloff

Requested Delivery Date
9/25/24

Deliver to Location
Towson University

Urgent

To enter a requisition for the next fiscal year, change the budgetary control date to reflect the first day of the next fiscal year (ie. 7/1/2025) Also be sure to change the requested delivery date to a date after the budget date.

REQ0005778
Requisition

Cancel Update

Description
testing 1 2 3

Justification
none

Emergency purchase order request

Delivery

Requester
Brian Starkloff

Requested Delivery Date
7/8/25

Deliver to Location
Towson University

Urgent

Charge account

Charge To
1020-18930-608201-00000-000-000000-0000

Budgetary control

Budget Date
7/1/25

Calendar: July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		