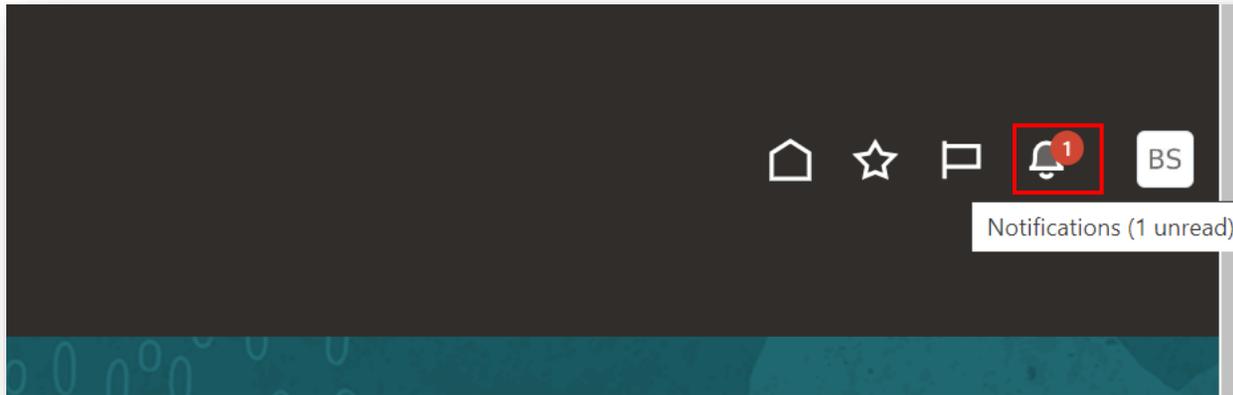


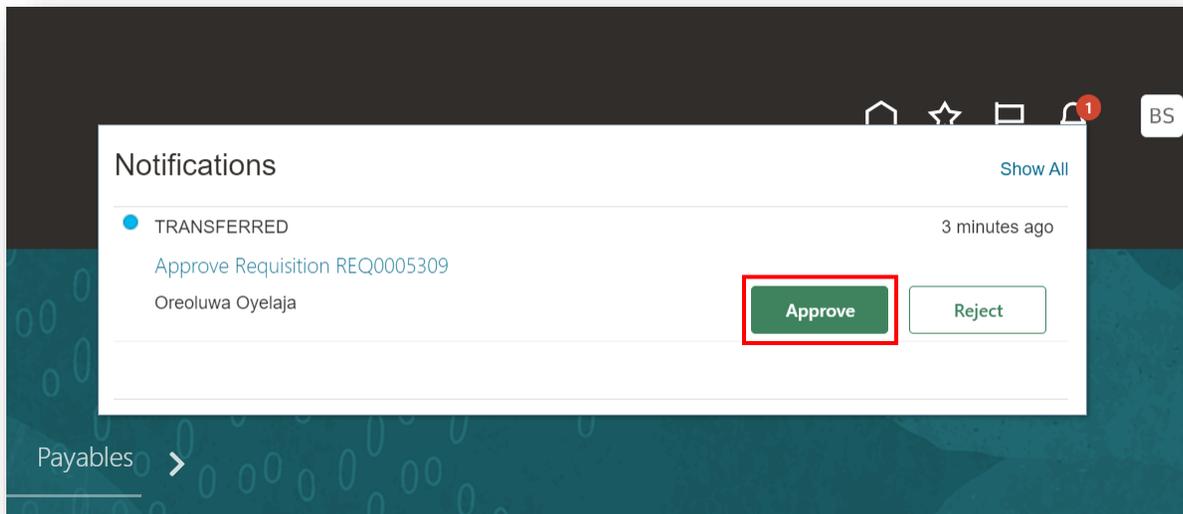
How To Approve a Requisition

Complete the following steps to approve a requisition.

If you have a requisition to approve, you can login to Stratus and click on your notification bell.



Here you can quickly select Approve to approve the requisition.



Another way to approve the requisition is to do it through your email notification. You can select Approve at the top right of the email. If you want to view more information you can click on the requisition number.

Approve Requisition REQ0005309

Actions **Approve** Reject

Requisition Approval
\$8,000.00
Oyelaja, Oreoluwa
TEST-Bell Notification-Brian

Requisition [REQ0005309](#)

Lines

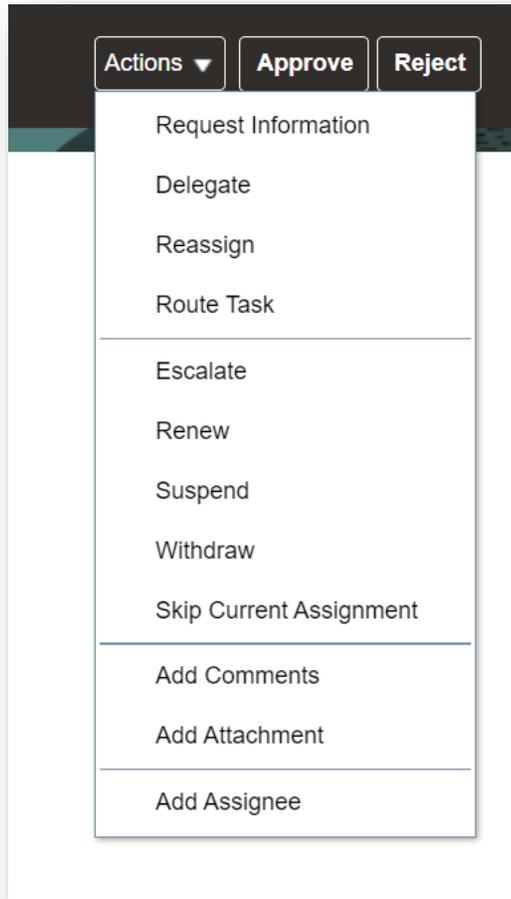
TEST-Bell Notification-Brian	\$8,000.00
------------------------------	------------

4 x \$2,000.00
Charge Account: 1020-20830-614145-00000-000-000000-0000 State\Support\Admin & Fin-Financial Systems and Tec-Construction\Repair Maint-Default Initiative-UO Default-Future-Default Interfund
Budget Date: 12/3/24

Approval History

i Oreoluwa Oyelaja reassigned to Brian Starkloff	12/3/24 9:38 AM
L Assigned to Gina Peach	12/3/24 9:38 AM
↑ Submitted by Oreoluwa Oyelaja REQ0005309.pdf	12/3/24 9:38 AM

You also have these other options under the Actions drop-down menu:



After selecting to Approve, you will have to option to add a comment or any additional attachments. When finished, click Submit.

Requisition [REQ0005309](#)

Approve Submit Cancel

Comment

 Drag files here or click to add attachment ▼

Original Cycle assigned to Brian Cannon

Once approved you can search for the requisition on the My Requisitions page, and you should now see that the status has been updated. If you were the last approver, you will see approved. If you were not, it will still say pending approval.

The screenshot shows the 'My Requisitions' interface. At the top, there is a search bar with the text 'req0005306' and a search icon. Below the search bar, there is a notification that says 'Action Required Create change order 0'. The main content area displays '2 results' in a table format. The first row shows a requisition with ID 'REQ0005306', category 'Computer', entered by 'Brian Starkloff', and an approval date of '9/24/24'. Below this row, there are two rows of details, both marked as 'Approved'. The first detail row shows 'Computer' with an approval date of '9/24/24' and a quantity of '1 Each'. The second detail row shows 'Fixed the description.' with an approval date of '9/24/24' and a quantity of '2 Each'. Each row has a three-dot menu icon to its right.

REQ0005306	Computer Entered By Brian Starkloff	9/24/24	...
Approved	Computer Approval Date: 9/24/24	1 Each	...
Approved	Fixed the description. Approval Date: 9/24/24	2 Each	...

You can also click on the 3 dots and view the approval history/status to see where it is in the process.

This screenshot is similar to the one above but shows the three-dot menu for the first requisition open. The menu contains three options: 'View Details', 'View Document History', and 'View Life Cycle'. The 'View Document History' option is highlighted with a red box. The three-dot menu icon in the table row is also highlighted with a red box.

REQ0005306	Computer Entered By Brian Starkloff	9/24/24	...
Approved	Computer Approval Date: 9/24/24		...
Approved	Fixed the description. Approval Date: 9/24/24		...

- View Details
- View Document History
- View Life Cycle

< Document History

Requisition REQ0005306

Entered By Starkloff, Brian Business Unit Towson University Description Computer

Expand All

Collapse All

▼ Submission for requisition REQ0005306 (9/24/24 8:21 AM)

Submitted By
Brian Starkloff 9/24/24 8:21 AM

Withdrawn By
Brian Starkloff 9/24/24 8:22 AM

▼ Withdrawal for requisition REQ0005306 (9/24/24 8:22 AM)

Withdrawn By
Application 9/24/24 8:22 AM
All lines are withdrawn.

▼ Submission for requisition REQ0005306 (9/24/24 8:26 AM)

Submitted By
Brian Starkloff 9/24/24 8:26 AM

Edited By
Gina Peach 9/24/24 9:31 AM

▼ Submission for requisition REQ0005306 (9/24/24 9:37 AM)

Submitted By
Brian Starkloff 9/24/24 9:37 AM

Approved By
Gina Peach 9/24/24 9:46 AM

Reserved By
Application 9/24/24 9:46 AM