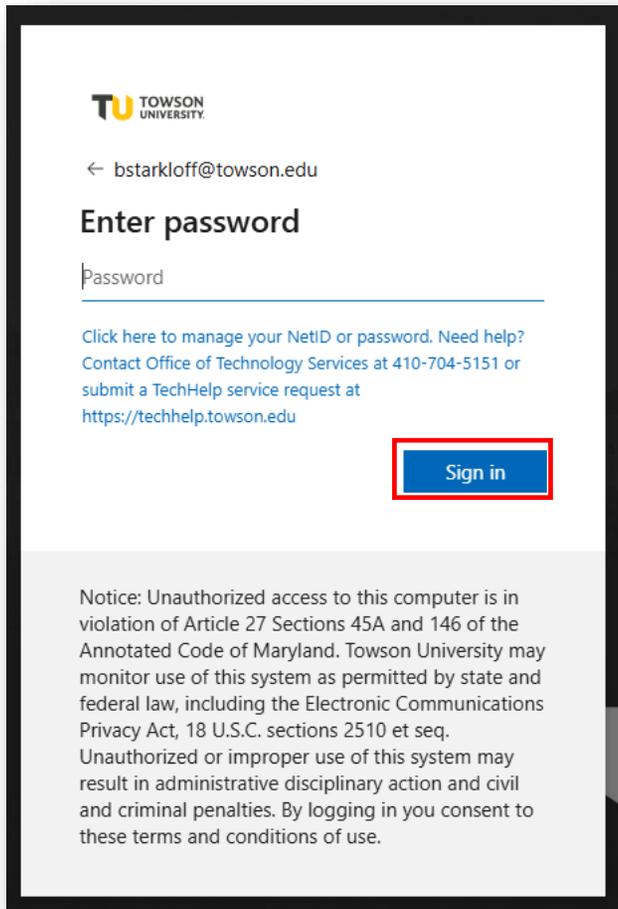


How To Duplicate a Requisition

Complete the following steps to approve a requisition.

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



TU TOWSON UNIVERSITY

← bstarkloff@towson.edu

Enter password

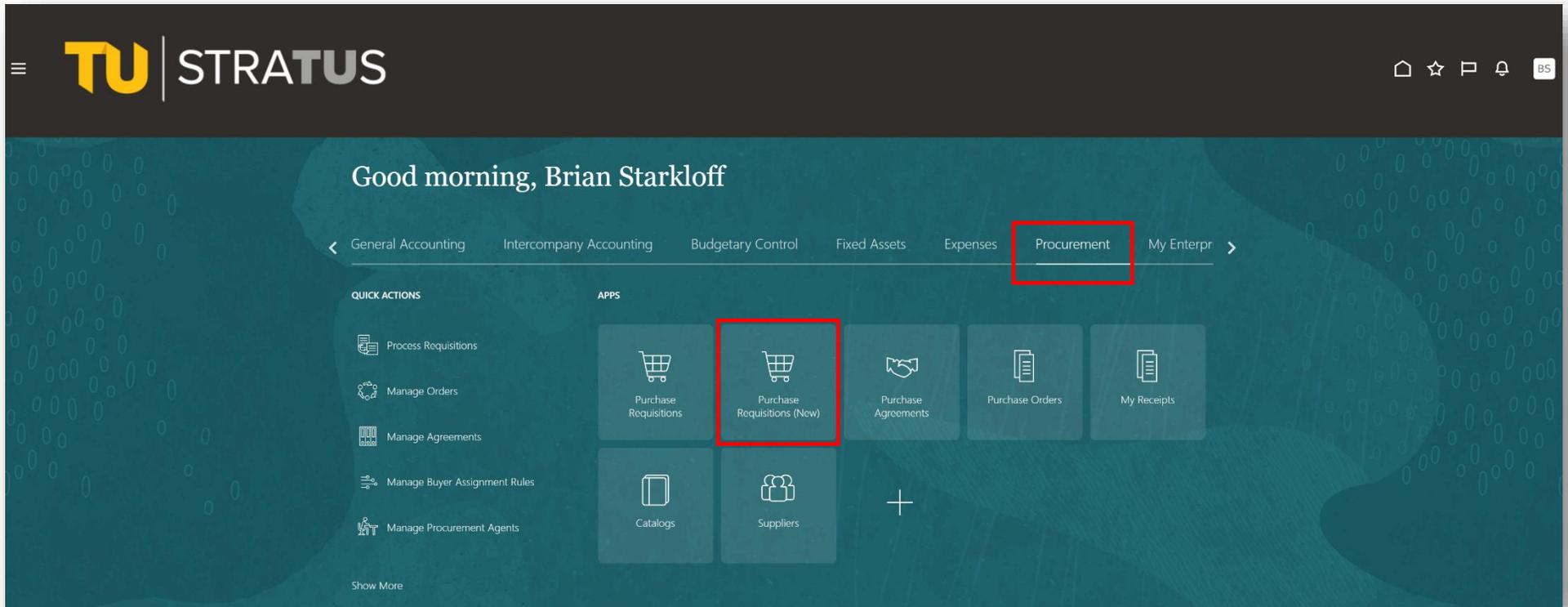
Password

[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>

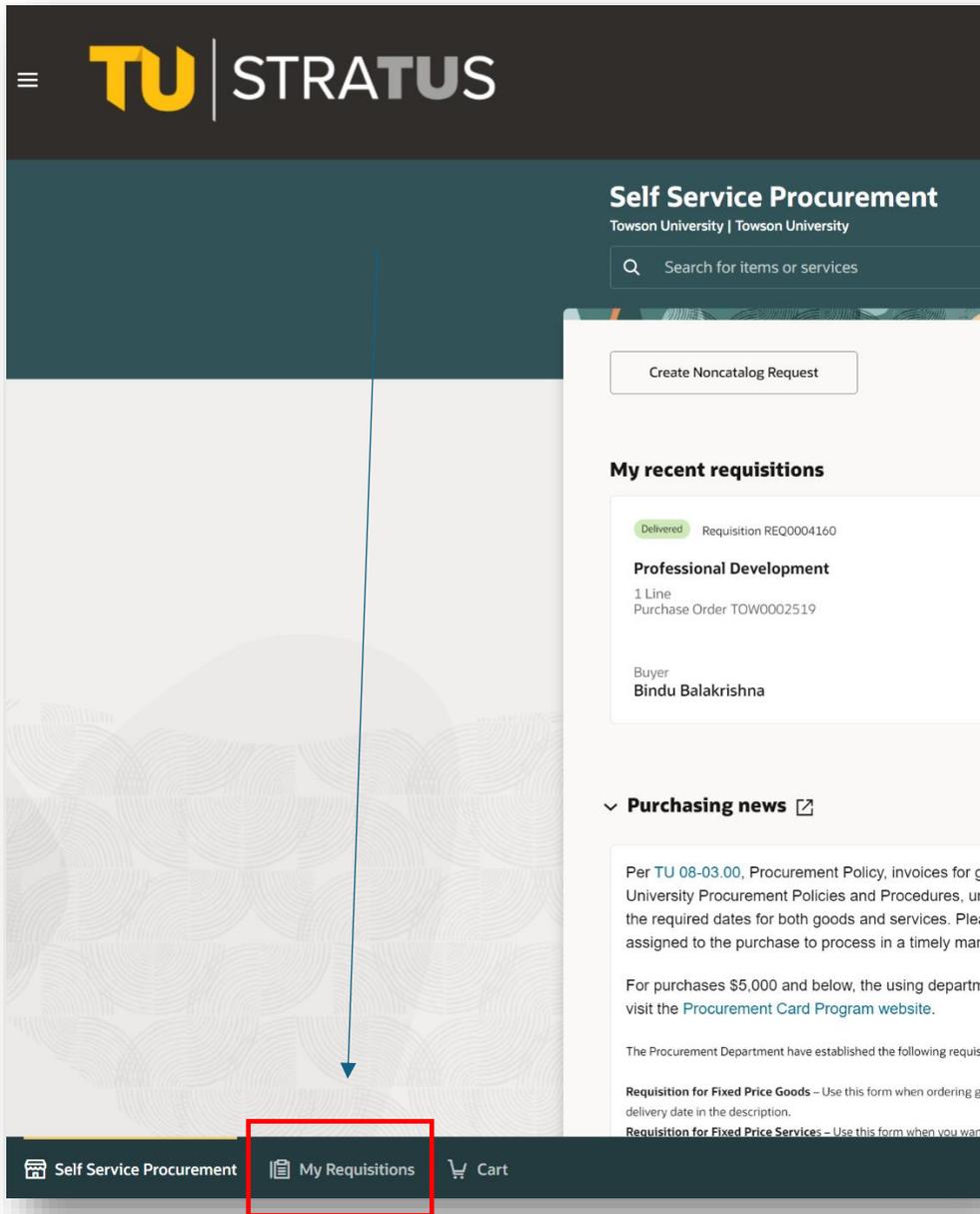
Sign in

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 My Requisitions at the bottom.



You can search for the requisition number or by name. Your most recent requisitions will be listed here.

Click on the three dots (...) to the right of the Req and select Duplicate.

The screenshot displays the 'My Requisitions' dashboard. At the top, there is a search bar containing 'Entered By Brian Starkloff' and a search icon. Below the search bar are two filter buttons: 'Requisition Status Approved 0' and 'Action Required Create change order 0'. The main content area shows '1 result' for a requisition with ID 'REQ0004160'. The requisition is titled 'Professional Development' and is marked as 'Delivered'. A dropdown menu is open to the right of the requisition, listing several actions: 'View Details', 'Edit', 'Duplicate', 'View Document History', 'View Life Cycle', 'Reassign', 'Cancel', and 'Delete'. The 'Duplicate' option is highlighted with a red box.

The requisition will be duplicated as a new requisition where you can begin making your edits.