

How To Manage a Requisition

Complete the following steps to manage a requisition.

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

TU TOWSON UNIVERSITY

← bstarkloff@towson.edu

Enter password

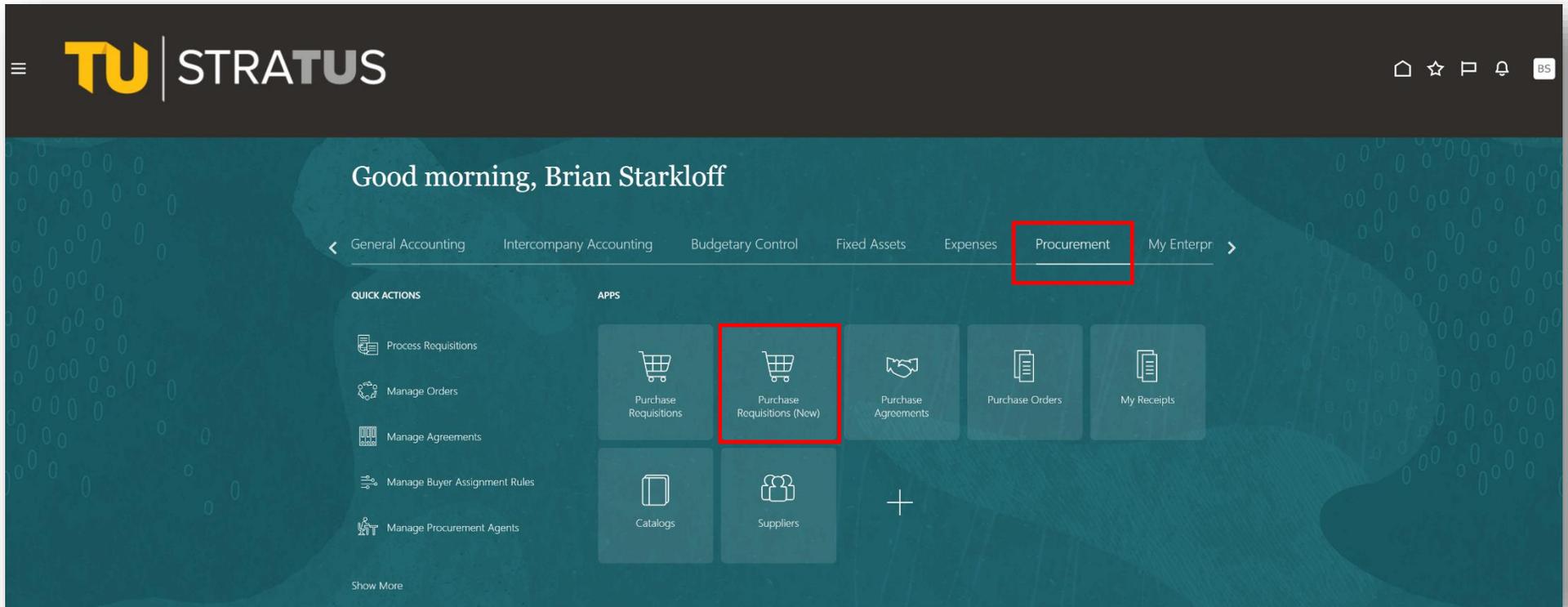
Password

[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 Purchase Requisitions (New).



You can view all of your submissions by clicking My Requisitions at the bottom of the page.

Self Service Procurement
Towson University | Towson University

Search for items or services

ⓘ TU How to Enter a Requisition

Create Noncatalog Request

My recent requisitions

Draft Requisition REQ0005778

testing 1 2 3
1 Line

Creation Date
12/10/24

Delivered Requisition REQ0004160

Professional Development
1 Line
Purchase Order TOW0002519

Buyer
Bindu Balakrishna

✓ **Purchasing news** [↗](#)

Per [TU 08-03.00](#), Procurement Policy, invoices for goods and services exceeding \$5,000 will not be paid without a purchase order, and shall be made in accordance with Towson University Procurement Policies and Procedures, unless specifically excluded, for both goods and services. Please attach any quotes, proposals, software contracts, specifications, etc., that will help the Procurement Office Representative assigned to the purchase to process in a timely manner. Please note, depending on the value and nature of the purchase, the Procurement Department may require a purchase order for purchases \$5,000 and below, the using department shall utilize the University's Procurement Card Program. For information on how to apply for a Procurement Card, please visit the [Procurement Card Program website](#).

The Procurement Department have established the following requisition templates to be used when ordering goods. They are:

- Requisition for Fixed Price Goods** – Use this form when ordering goods by lot or kit that will be invoiced by lump sum. This form is often used when several items are required to create a functioning system. Please include a desired delivery date in the description.
- Requisition for Fixed Price Services** – Use this form when you want to order a service or complete a project for a fixed price. The price will be the lump sum or not to exceed amount required to render the service or complete the project. Please include desired start and completion dates in the description.
- Requisition for Goods by Quantity** – Use this form to order goods that will be invoiced based on a unit price and the quantity delivered. Please include a desired delivery date in the description.

Self Service Procurement **My Requisitions** Cart 1

By clicking on the 3 dots (...) on the right and selecting View Details, you can see the current status of the requisition.

You can also search any requisitions here by using the Entered by box.

The screenshot displays the 'My Requisitions' page. At the top, there is a search bar with the text 'Entered By Brian Starkloff' and a search icon. Below the search bar are several filter buttons: 'Submission Date Last Year 1', 'Category Administrative Hearing Charge 1', 'Supplier Busch Systems International, Inc. 1', 'Requisition Status Approved 0', and 'More Filters'. The main content area shows a list of 2 items. The first item is 'REQ0005778' with the title 'testing 1 2 3', entered by 'Brian Starkloff', and a date of '12/10/24'. It has a 'Draft' status and a description 'For Testing new RSSP release (to be cancelled)'. A red box highlights the three-dot menu icon to the right of this item. A dropdown menu is open, listing several actions: 'View Details', 'Edit', 'Duplicate', 'View Document History', 'View Life Cycle', 'Reassign', 'View PDF', 'Cancel', and 'Delete'. The 'View Details' option is also highlighted with a red box. The second item is 'REQ0004160' with the title 'Professional Development', entered by 'Brian Starkloff', and a status of 'Delivered'. Its description is 'Professional Development' and 'Purchase Order: TOW0002519 sold by Learning Tree International'.

View Details:

Requisition REQ0005307 Approved

Towson University

Entered By **Brian Starkloff** Creation Date **9/24/24**

Actions Edit

Description	Justification
Computer	

Subtotal	Estimated Tax	Approval Amount	Funds Status
\$5,000.00	\$0.00	\$5,000.00	Reserved

> More information

Lines

Approved	Computer Approval Date: 9/24/24	Cost Center 20830 \$5,000.00	1 Each	...
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If you want to download all of your requisition lines listed on the My Requisitions page to Excel, select the download icon here:

The screenshot shows the 'My Requisitions' interface. At the top, there is a search bar with the text 'Entered By Brian Starkloff' and a search button. Below the search bar are several filter buttons: 'Submission Date Last Year 1', 'Category Administrative Hearing Charge 1', 'Supplier Busch Systems International, Inc. 1', and 'Requisition Status Approved 0'. A 'More Filters' button is also present. The main content area shows '2 items' and a table of requisitions. The first requisition is 'testing 1 2 3' with ID 'REQ0005778', entered by Brian Starkloff, with a status of 'Draft' and a date of '12/10/24'. The second requisition is 'Professional Development' with ID 'REQ0004160', entered by Brian Starkloff, with a status of 'Delivered' and a purchase order 'TOW0002519 sold by Learning Tree International'. A dropdown menu is open for the first requisition, showing options: 'View Details', 'Edit', 'Duplicate', 'View Document History', 'View Life Cycle', 'Reassign', 'View PDF', 'Cancel', and 'Delete'. A red box highlights the download icon (a downward arrow) in the top right corner of the requisition list area, with a blue arrow pointing to it from the text above.

Requisition ID	Title	Entered By	Status	Date	Actions
REQ0005778	testing 1 2 3	Brian Starkloff	Draft	12/10/24	View Details, Edit, Duplicate, View Document History, View Life Cycle, Reassign, View PDF, Cancel, Delete
REQ0004160	Professional Development	Brian Starkloff	Delivered		

The default view for this page is by Lines. You can change your view to Requisitions if you want a more summarized view.

My Requisitions

Entered By Oreoluwa Oyelaja Search for requisitions

Submission Date This Quarter 19 Creation Date This Quarter 24 Category Administrative Hearing Charge 5 Supplier Proquest LLC 6 More Filters

41 items

Requisitions Lines

REQ0005963	Supplies Admin-Markers, Pens, Boards Entered By Oreoluwa Oyelaja	2/20/25	...
Pending approval	Supplies Admin-Markers, Pens, Boards	25 Each	...
Pending approval	Supplies Janitorial	5 Each	...
Pending approval	TEST Office chairs First floor Admin	10 Each	...
REQ0005961	TEST 2 Multiple Lines and Same buyer Entered By Oreoluwa Oyelaja	2/17/25	...
Order canceled	TEST-construction Admin Building-Windows Purchase Order: TOW0003583 sold by Towson City Center LLC Cancellation Reason: Test	4 Each	...
Ordered	Mobile device- TEST-Window Glue Purchase Order: TOW0003583 sold by Towson City Center LLC	4 Each	...
REQ0005960	Test - Create a Rec Entered By Oreoluwa Oyelaja	2/17/25	...
Draft	Test - Approver Edit This req	5 Each	...

My Requisitions Cart

Here is the Requisitions view.

My Requisitions

Entered By Oreoluwa Oyelaja Search for requisitions

Submission Date This Quarter 14 Creation Date This Quarter 16 Category Administrative Hearing Charge 3 Supplier Proquest LLC 4 More Filters

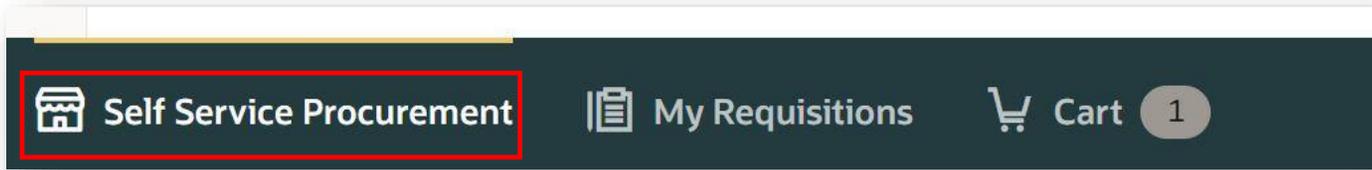
28 items

Requisitions Lines

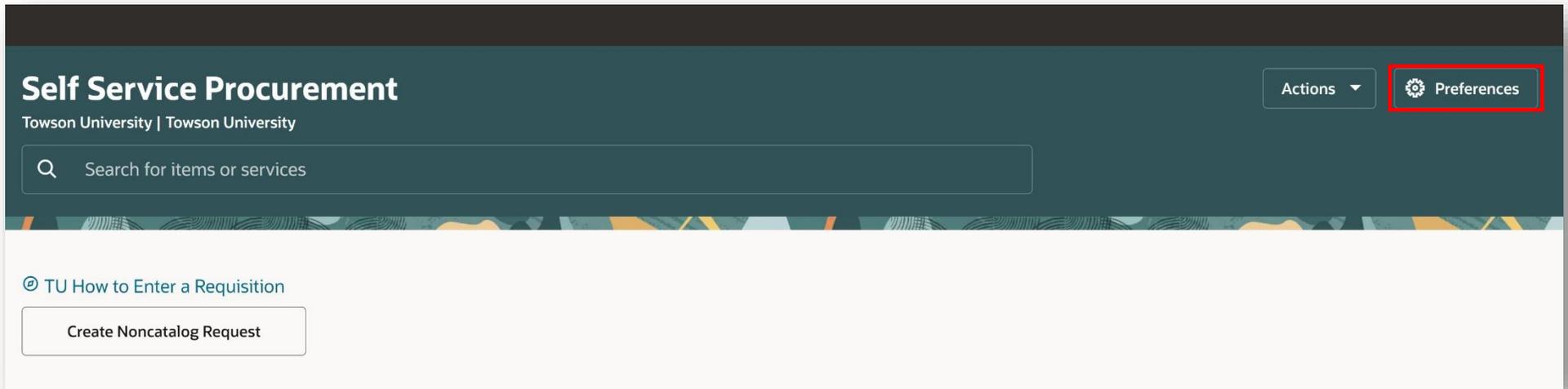
Pending approval	REQ0005963 Supplies Admin-Markers, Pens, Boards Entered By Oreoluwa Oyelaja		\$11,500.00	2/20/25	...
See line details	REQ0005961 TEST 2 Multiple Lines and Same buyer Entered By Oreoluwa Oyelaja	Purchase Order: TOW0003583 sold by Towson City Center LLC	\$44,000.00	2/17/25	...
Draft	REQ0005960 Test - Create a Rec Entered By Oreoluwa Oyelaja		\$110,000.00	2/17/25	...
Pending approval	REQ0005959 Test - Create a Rec Entered By Oreoluwa Oyelaja		\$10,000.00	2/17/25	...
Approved	REQ0005955 NEW SUPPLIER- TEST Entered By Oreoluwa Oyelaja		\$6,400.00	2/13/25	...
Ordered	REQ0005954 TEST-Films on Demand Master Academic Collection TWO Entered By Oreoluwa Oyelaja	Purchase Order: TOW0003579 sold by Proquest LLC	\$5,000.00	2/13/25	...

My Requisitions Cart

To change your default preferences on these views, go to the Self Service Procurement tab:



From here, select Preferences:



Preferences

Requisitioning BU
Requisitioning BU
Towson University

Delivery

Requester
Brian Starkloff

Deliver to Location
Towson University

Charge accounts +

Display settings
Display preferences apply to all BUs you have access to.

Show the table view for the cart

Show the table view for search results

Show the requisitions view for my requisitions

Cancel Update

Here you can check the boxes under the Display settings if you wish to apply that option for your cart, and/or my requisitions. Do not use the 2nd box for search results as we do not have this option enabled.

To permanently keep the requisition view in My Requisitions, select that here.



Click Update.

Preferences

Requisitioning BU
Requisitioning BU
Towson University

Delivery

Requester
Brian Starkloff

Deliver to Location
Towson University

Charge accounts +

Display settings
Display preferences apply to all BUs you have access to.

Show the table view for the cart

Show the table view for search results

Show the requisitions view for my requisitions

Cancel Update

To show the table view for your cart, select that here.

Click Update.

Here is what your cart will look like if you enable “Show the table view for the cart”

With this view, you will be able to see a listing of all the lines on your requisition. You can also use the search box under More information to search for lines by description, category, or source.

Cart
Requisition REQ005778

Requisition summary

Description: testing 1 2 3
Justification: none

Subtotal: \$1.00
Estimated Tax: \$0.00
Approval Amount: \$1.00
Funds Status: Not reserved

> **More information**

Search for lines by description, category, or source

Duplicate Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled)	Administrative Hearing Char	Busch Systems International	1	Each	1.00 USD	1.00 USD	\$1.00		

Click on the truck icon if you want to edit delivery or billing information.

Or the pencil icon if you want to edit the quantity.

Duplicate Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	For Testing new RSSP release (to be cancelled)	Administrative Hearing Char	Busch Systems International	1	Each	1.00 USD	1.00 USD	\$1.00		

When finished, select the check mark icon under Action.