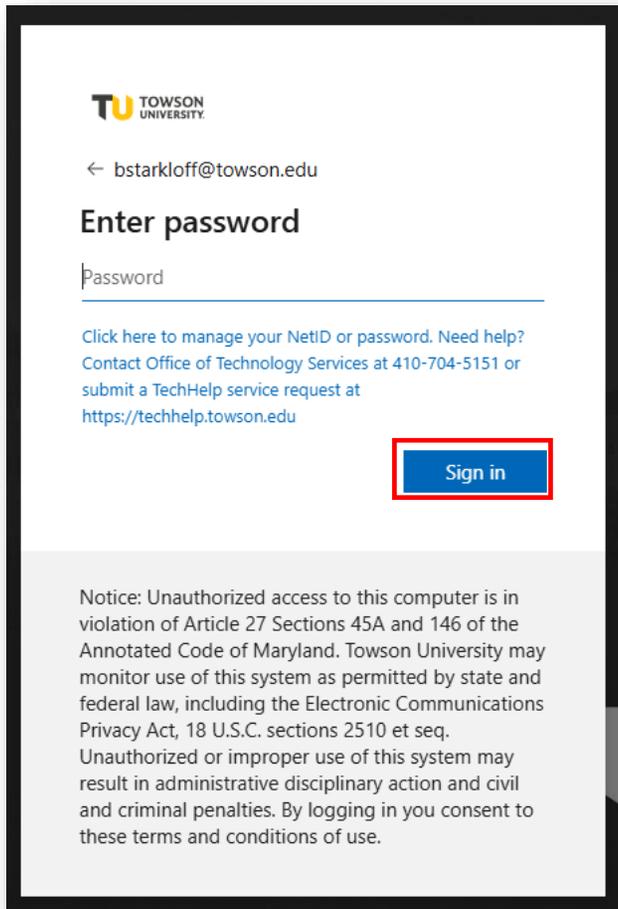


# How To Withdraw a Requisition

**Complete the following steps to withdraw a requisition.**

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



The screenshot shows a login page for Towson University. At the top left is the TU Towson University logo. Below it is the email address bstarkloff@towson.edu with a back arrow. The main heading is "Enter password". There is a password input field with a blue underline. Below the field is a link: "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". A blue "Sign in" button is highlighted with a red border. At the bottom, there is a grey box containing a notice about unauthorized access to the computer.

**TU TOWSON UNIVERSITY**

← bstarkloff@towson.edu

## Enter password

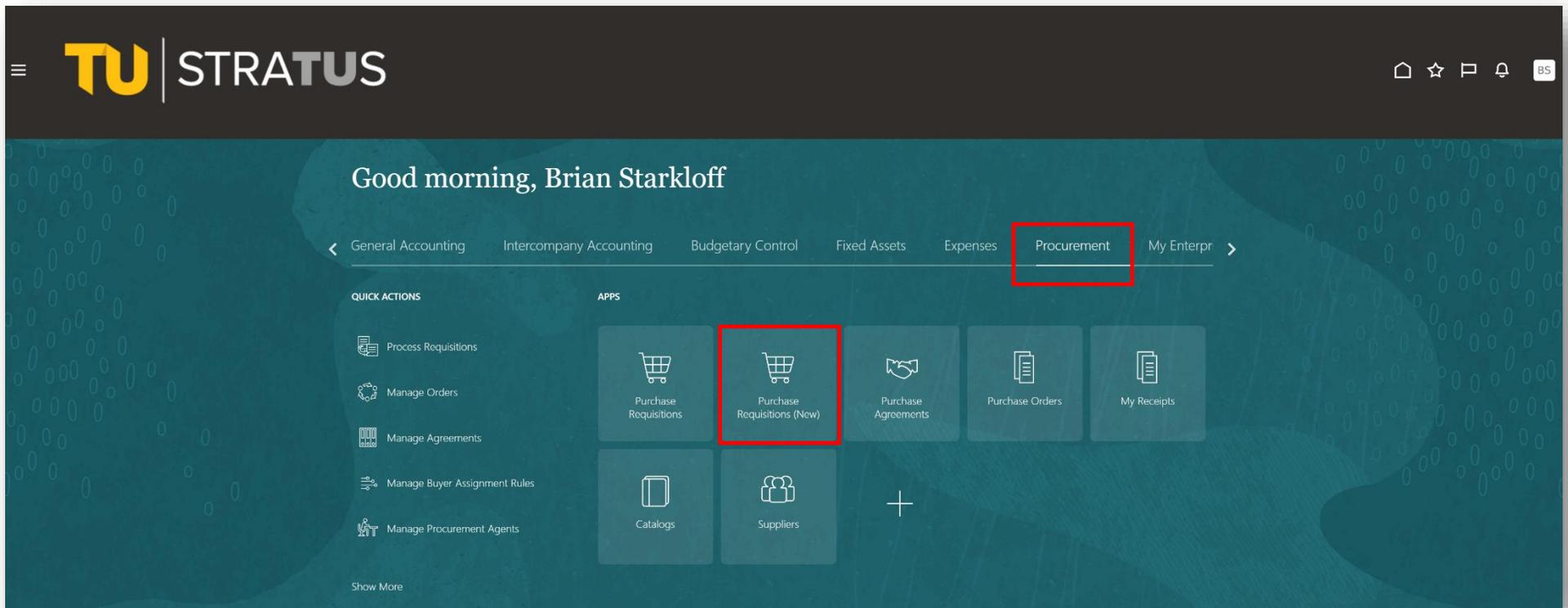
Password

[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).



If you want to withdraw a requisition that is pending approval, select it from My recent requisitions:

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'. A white card is centered on the page, featuring a 'Create Noncatalog Request' button at the top. Below this button is the section 'My recent requisitions'. This section contains two requisition cards. The first card, on the left, is highlighted with a red border and contains the following information: a 'Pending approval' status tag, the requisition ID 'REQ0005315', the title 'Professional Development', '1 Line', and 'Date Submitted 12/4/24'. The second card, on the right, contains the following information: a 'Delivered' status tag, the requisition ID 'REQ0004160', the title 'Professional Development', '1 Line', 'Purchase Order TOW0002519', and 'Buyer Bindu Balakrishna'.

Select the Line(s) you want to withdraw from this req by clicking on the three dots (...) to the right of the line. Then select Withdraw.

The screenshot displays a requisition interface for 'Requisition REQ0005315' at Towson University, which is in a 'Pending approval' state. The header includes an 'Actions' dropdown and an 'Edit' button. Below the header, it shows 'Entered By Brian Starkloff' and 'Creation Date 12/3/24'. The main content area is divided into 'Description' (Professional Development) and 'Justification' sections. A summary table provides financial details: Subtotal (\$15,368.00), Estimated Tax (\$0.00), Approval Amount (\$15,368.00), and Funds Status (Not reserved). A 'More information' section leads to a 'Lines' table. The table contains one line item for 'Professional Development' with a 'Pending approval' status and a 'Cost Center 20830' of \$15,368.00. A three-dot menu icon to the right of this line is highlighted with a red box. A dropdown menu is open, showing options: 'View Line Details', 'View Approvers', 'Edit', 'Withdraw' (highlighted with a red box), and 'Cancel'.

Description	Justification
Professional Development	

Subtotal	Estimated Tax	Approval Amount	Funds Status
\$15,368.00	\$0.00	\$15,368.00	Not reserved

> More information

**Lines**

Pending approval	Professional Development	Cost Center 20830 \$15,368.00	...
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- View Line Details
- View Approvers
- Edit
- Withdraw**
- Cancel

Confirm your selection:

Estimated Tax      Approval Amount

0

**Withdraw line?**

The current line and any other lines that are pending approval will be removed from the approval process.

Cancel      **Withdraw**

or