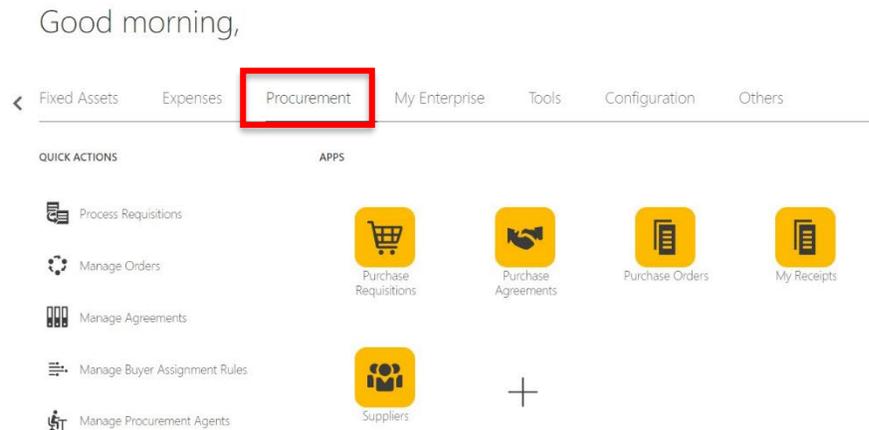
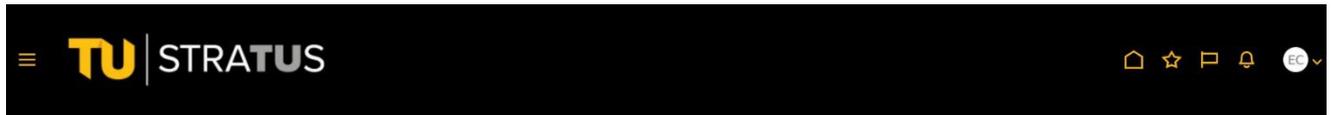


# Purchasing – Creating a Requisition for FY 25

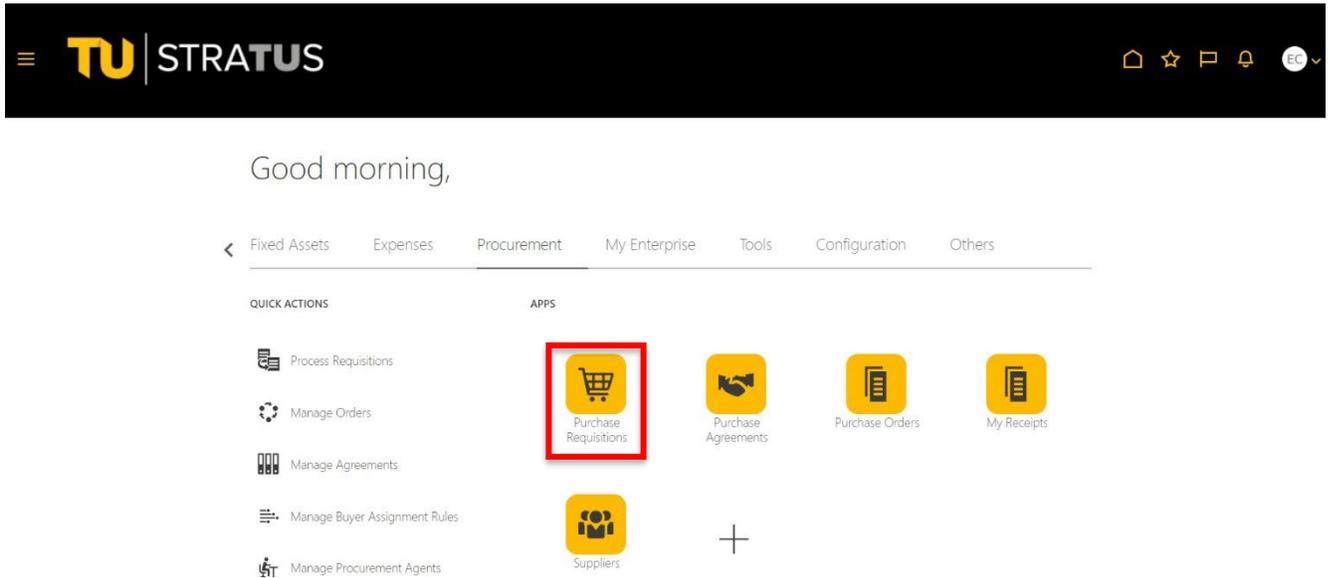
For employees creating a purchase requisition for FY 25

- Purpose:** Create a purchase requisition for the Fiscal Year.
- How to Access:** Log into the Stratus application. Select the **Procurement** task in the Navigator.
- Helpful Hints:** Be sure to keep in mind that...
- Enter **7/1/2024** in the Budget Date field
  - Supporting documents and other necessary information can be attached.
  - Advanced Search and View Option instructions can be found in the Appendix at the end of this document.
- Procedure:** Complete the following steps to create a purchase requisition:

1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.



2. Click on the **Purchase Requisitions** Icon.



3. On the Purchase Requisitions page, under **Request Forms**, select the type of form you would like to create. (**Note:** for this example, we will select "Requisition for Fixed Price Services")



4. On the **Create Request** page, fill in the fields to complete your requisition.

**NOTE:** To use the Advanced Search feature to find a Category Name, refer to the appendix at the end of this document.

The screenshot shows the "Create Request: Requisition for Fixed Price Services" form. At the top, there is a navigation bar with the TU STRATUS logo on the left and home, star, flag, bell, and user profile icons on the right. Below the navigation bar, the title "Create Request: Requisition for Fixed Price Services" is displayed. On the right side, there are three buttons: "Add to Shopping List", "Add to Cart", and "Done", along with a shopping cart icon showing "1" item. The form itself has a "Request Type" dropdown menu set to "Requisition for Fixed Price Service". Below this, there is a note: "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." The form is divided into two main sections: "Line Type" and "Agreement". The "Line Type" section is for "Fixed Price Services" and includes fields for "Item Description", "Category Name", "Amount", and "Currency" (set to USD). The "Agreement" section includes a checkbox for "New supplier", a "Supplier" search field, a "Supplier Site" dropdown, a "Supplier Contact" dropdown, and fields for "Phone", "Fax", "Email", and "Supplier Item". At the bottom, there is an "Attachments" section with a "View" dropdown, a plus sign, and a minus sign. Below this is a table with columns: "Type", "Category", "File Name or URL", "Title", "Description", "Attached By", and "Attached Date".

- 5. In addition to filling in the fields, you can also add supporting documents under **Attachments**. Use the **Category** box to route your attachment to the buyer.

Create Request: Requisition for Fixed Price Services ? Add to Shopping List Add to Cart Done 1

Request Type: Requisition for Fixed Price Service

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.

Line Type: Fixed Price Services

\* Item Description: Maintenance Services for Grounds

\* Category Name: Maintenance Services Grounds

\* Amount: 200.00

Currency: USD

Agreement:  New supplier

Supplier: Brawner Builders, Inc

Supplier Site: 000

Supplier Contact: [Dropdown]

Phone: [Text]

Fax: [Text]

Email: [Text]

Supplier Item: [Text]

Attachments

View + ×

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	Internal to Rec	Maintenance for Grounds Quote .docx	Update...	Maintenance for Grounds	Erin Cavrak	3/29/22 11:50 AM

- 6. When you are finished filling in the fields for your requisition, click the **Add to Cart** button in the upper right corner. You will notice the shopping cart icon to the right of the "Done" button should now have a "1" next to it.

**TU STRATUS** Home Star Flag Alert EC

Create Request: Requisition for Fixed Price Services ? Add to Shopping List Add to Cart Done 1

Request Type: Requisition for Fixed Price Service

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.

Line Type: Fixed Price Services

\* Item Description: [Text]

\* Category Name: [Text]

\* Amount: [Text]

Currency: USD

Agreement:  New supplier

Supplier: [Text]

Supplier Site: [Dropdown]

Supplier Contact: [Dropdown]

Phone: [Text]

Fax: [Text]

Email: [Text]

Supplier Item: [Text]

Attachments

View + ×

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
------	----------	--------------------	-------	-------------	-------------	---------------

- Click on the shopping cart icon to review your requisition.

**STRATUS**

Create Request: Requisition for Fixed Price Services

Request Type: Requisition for Fixed Price Service

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...

Line Type: Fixed Price Services

\* Item Description: [Text Field]

\* Category Name: [Text Field]

\* Amount: [Text Field]

Currency: USD

Agreement:  New supplier

Supplier: [Text Field]

Supplier Site: [Dropdown]

Supplier Contact: [Dropdown]

Phone: [Text Field]

Fax: [Text Field]

Email: [Text Field]

Supplier Item: [Text Field]

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
------	----------	--------------------	-------	-------------	-------------	---------------

- On the **Edit Requisition** page, you can edit your requisition and add additional information, such as charge account, split it between cost centers, etc.

**STRATUS**

Edit Requisition: REQ0000039

Shop Check Funds Manage Approvals View PDF Save Submit

Requisitioning BU: Towson University

\* Description: Maintenance Services for Grounds

Justification: [Text Field]

Requisition Amount: 200.00 USD

Approval Amount: 200.00 USD

Funds Status: Not reserved

Attachments: None

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions: View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Amount (USD)	Funds Status	Delete
1	Maintenance Services for Grounds	Maintenance Service...				200.00	200.00	Not reserved	X
<b>Total</b>							<b>200.00</b>		

Rows Selected 1 Columns Hidden 7

Line 1: Details

Delivery

\* Requester: Cavrak, Erin

\* Deliver-to Location: Towson University

Deliver-to Address: 8000 York Road, United States, Towson, MD 21252, Baltimore

- Enter the **7/1/2024** in the Budget Date

Billing

View Format Freeze Detach Wrap

Charge Account	* Budget Date	* Percentage	Amount (USD)	Funds Status	Delete
1020-18930-608163-00000-000-00000	7/1/24	100	3,000.00	Not reserved	X
<b>Total</b>		<b>100</b>	<b>3,000.00</b>		

10. When you are finished reviewing your requisition, click the **Submit** button in the upper right corner.

The screenshot shows the 'Edit Requisition: REQ0000039' page in the Stratus system. The top navigation bar includes the TU STRATUS logo and user profile 'EC'. A secondary bar contains buttons for 'Shop', 'Check Funds', 'Manage Approvals', 'View PDF', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red box. The main form area includes fields for 'Requisitioning BU' (Towson University), '\* Description' (Maintenance Services for Grounds), 'Justification', and 'Emergency purchase order number required'. Summary statistics on the right show 'Requisition Amount' and 'Approval Amount' both at 200.00 USD, with 'Funds Status' as 'Not reserved'. Below this is the 'Requisition Lines' section with a table containing one line item for 'Maintenance Services for Grounds' with a quantity of 1 and an amount of 200.00. The 'Delivery' section shows the requester as 'Cavrak, Erin' and the location as 'Towson University'.

**NOTE:** If you are not ready to Submit your requisition, you can click the arrow next to **Save** to **Save and Close** and return to the requisition at another time to complete and submit.

This screenshot is identical to the one above, showing the 'Edit Requisition: REQ0000039' page. In this version, the 'Save' button in the top navigation bar is highlighted with a red box, while the 'Submit' button is no longer highlighted.

11. You will then be routed back to the Purchase Requisition page, where you can review your recent requisitions using either **Recent Requisitions** or **Manage Requisitions**. Under the **Recent Requisitions** section, you can monitor where your requisition is at in the approval process by clicking "Pending approval" next to the requisition you would like to view. (NOTE: Refer to the appendix at the end of this document for options on customizing your screen display in Stratus.)

Requisitions

Recent Requisitions [View More](#)

Requisition Number	Description	Status
REQ0000039	Maintenance Services for Grounds	Pending approval

Recent Purchases

No data to

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, pursuant to the [1924 Government Policies and Procedures](#). Requisitions shall be submitted prior to the required dates for both goods and services. Please attach any quotes, proposals, estimates, specifications, etc. that will help the Procurement Office.

12. **NOTE:** Also using **Recent Requisitions** or **Manage Requisitions**, you will find any incomplete requisitions. To continue editing a requisition in progress, click the requisition number. Use the drop-down labeled **Actions** and select **Edit**. Make the necessary changes and when you are finished, click **Submit**.

Requisition: REQ0000103

Check Funds View Life Cycle Actions Done

Requisitioning BU: Towson University  
 Entered By: Jeffery Sutton  
 Description: Latex Gloves

Creation Date: 4/12/22  
 Status: Incomplete  
 Justification: Supply of gloves will only last another 3 weeks.

Requisition Amount: 7  
 Approval Amount: 7  
 Funds Status: 5  
 Attachments: No

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1	Latex Gloves	Supplies Medical		20	Each	35.00 USD	700.00	Incomplete	Not reserved		

Rows Selected 1 Columns Hidden 13

Line 1: Details

13. This will take you to a page where you can view the approval workflow for a specific requisition.

Requisition REQ0000039  
Date Submitted 3/29/22 11:54 AM

Options ▼

Section	Stage or Participant
1	Header Preapproval Stage
1.1	Erin Cavrak - Requester FYI Assigned 3/29/22 11:55 AM Erin Cavrak
2	Header Stage
2.1	- Parallel System Update 3/29/22 11:55 AM Erin Cavrak
2.2	Parallel
2.2.1	Branch 2.2
2.2.1.1	- Cost Center Approval System Update 3/29/22 11:55 AM Erin Cavrak
2.2.1.2	Cost Center Approval
2.2.1.2.1	Regina Carlow - Cost Center Approval Assigned 3/29/22 11:55 AM Erin Cavrak

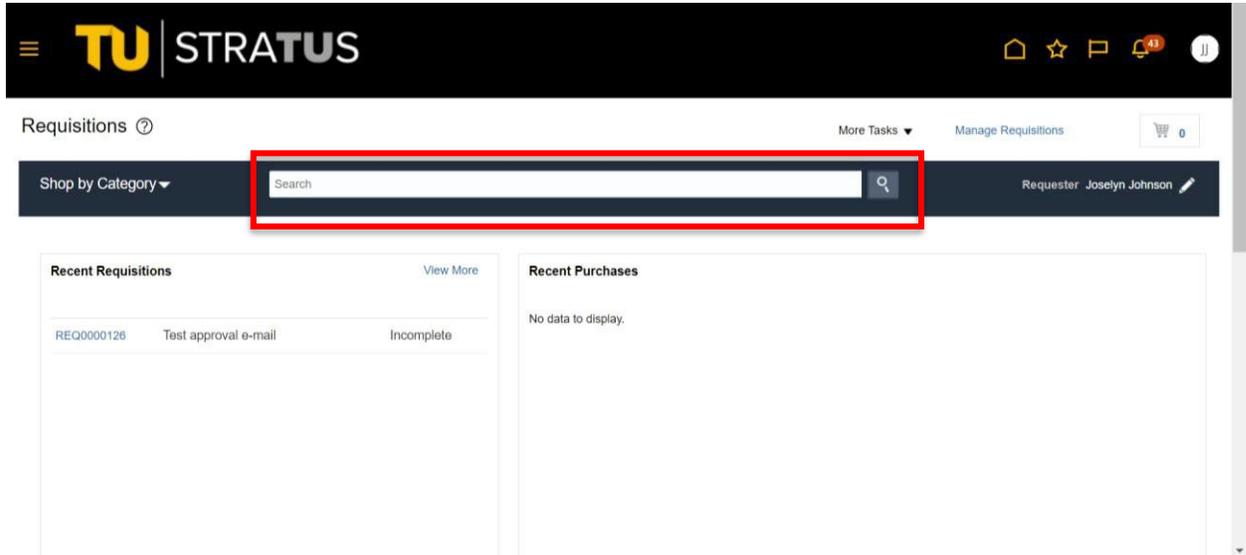
Header Preapproval...

**NOTE 1:** Change orders to FY 24 Purchase Orders utilizing FY 25 funds are not permissible at this time. Once year end close out occurs and FY 24 Purchase Orders are “carried forward” to FY 25, this type of change order will be able to be processed at that time.

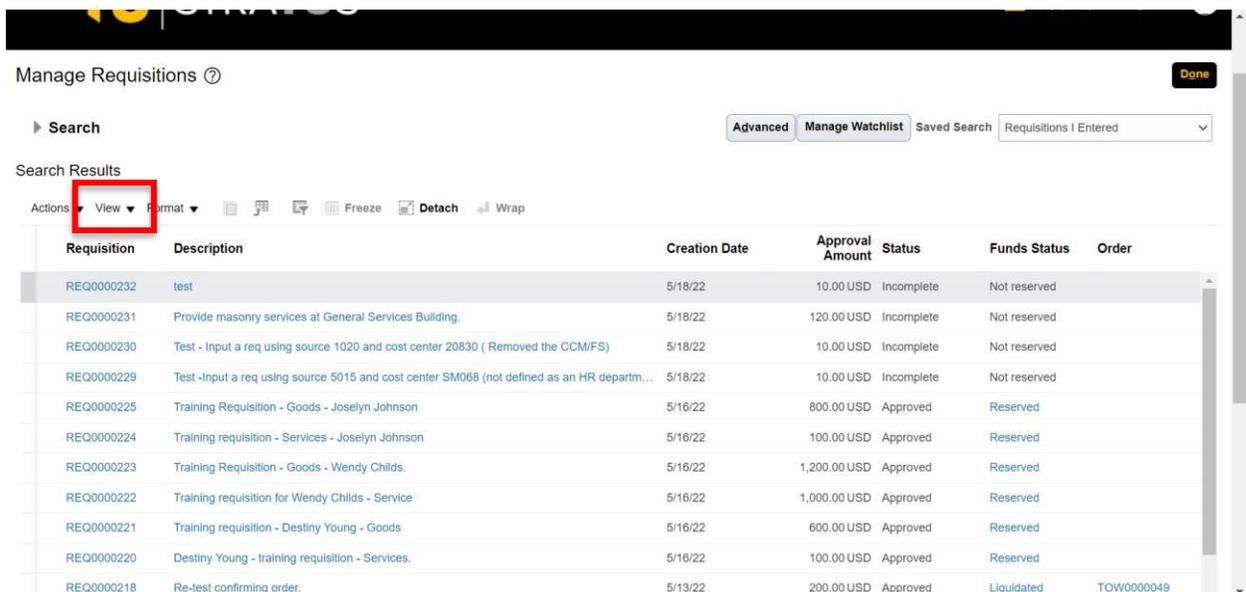
## Appendix – Using View to Customize What Your Screen Displays

This section will show how to use the View dropdown to customize what you see on your screen

1. On the Manage Requisitions page, use the search to display the requisitions you want to review.



2. The system returns your list of requisitions displaying the Requisition Number, Description, Creation Date, and so forth displaying the information from left to right. Now we will use the View dropdown to customize the screen to our needs. Click on View.



3. The system will display this drop down. We will then click on Columns to see what other information is available.

Manage Requisitions Done

Search Advanced Manage Watchlist Saved Search Requisitions | Entered

Search Results

Actions View Format Freeze Detach Wrap

Req		Creation Date	Approval Amount	Status	Funds Status	Order
REQ		5/18/22	10.00 USD	Incomplete	Not reserved	
REQ	services at General Services Building.	5/18/22	120.00 USD	Incomplete	Not reserved	
REQ	using source 1020 and cost center 20830 ( Removed the CCM/F5)	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ	using source 5015 and cost center SM068 (not defined as an HR departm...	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ	ion - Goods - Joselyn Johnson	5/16/22	800.00 USD	Approved	Reserved	
REQ	on - Services - Joselyn Johnson	5/16/22	100.00 USD	Approved	Reserved	
REQ0000223	Training Requisition - Goods - Wendy Childs.	5/16/22	1,200.00 USD	Approved	Reserved	
REQ0000222	Training requisition for Wendy Childs - Service	5/16/22	1,000.00 USD	Approved	Reserved	
REQ0000221	Training requisition - Destiny Young - Goods	5/16/22	600.00 USD	Approved	Reserved	
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved	
REQ0000218	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049

- The system will now display all the information that is available with this view. A blue check indicates the column is being displayed. A gray box indicates the information is available but is not being displayed. For example, Order Status is currently not displayed. To view it, click the gray box to enter a check.

Search Advanced Manage Watchlist Saved Search Requisitions | Entered

Search Results

Actions View Format Freeze Detach Wrap

Req		Creation Date	Approval Amount	Status	Funds Status	Order
REQ		5/18/22	10.00 USD	Incomplete	Not reserved	
REQ		5/18/22	120.00 USD	Incomplete	Not reserved	
REQ	30 ( Removed the CCM/F5)	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ	068 (not defined as an HR departm...	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ		5/16/22	800.00 USD	Approved	Reserved	
REQ		5/16/22	100.00 USD	Approved	Reserved	
REQ0000223	Training Requi	5/16/22	1,200.00 USD	Approved	Reserved	
REQ0000222	Training requis	5/16/22	1,000.00 USD	Approved	Reserved	
REQ0000221	Training requis	5/16/22	600.00 USD	Approved	Reserved	
REQ0000220	Destiny Young	5/16/22	100.00 USD	Approved	Reserved	
REQ0000218	Re-test confirm	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049
REQ0000216	Test acknowle	5/13/22	400.00 USD	Approved	Liquidated	
REQ0000215	CO#1 to PO T	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045
REQ0000210	Test - 4800-80	5/5/22	200.00 USD	Approved	Reserved	

- Order Status now has a blue check and is being displayed on the far right of the screen.

## Purchasing – Creating an FY 25 Requisition

Search Results

Req	Creation Date	Approval Amount	Status	Funds Status	Order	Order Status
REQ0000223	5/18/22	10.00 USD	Incomplete	Not reserved		
REQ0000222	5/18/22	120.00 USD	Incomplete	Not reserved		
REQ0000221	5/18/22	10.00 USD	Incomplete	Not reserved		
REQ0000220	5/18/22	10.00 USD	Incomplete	Not reserved		
REQ0000219	5/16/22	800.00 USD	Approved	Reserved		
REQ0000218	5/16/22	100.00 USD	Approved	Reserved		
REQ0000217	5/16/22	1,200.00 USD	Approved	Reserved		
REQ0000216	5/16/22	1,000.00 USD	Approved	Reserved		
REQ0000215	5/16/22	600.00 USD	Approved	Reserved		
REQ0000214	5/16/22	100.00 USD	Approved	Reserved		
REQ0000213	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049	Closed for Rece...
REQ0000212	5/13/22	400.00 USD	Approved	Liquidated		
REQ0000211	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045	Open
REQ0000210	5/5/22	200.00 USD	Approved	Reserved		

- You also have the option to reorder columns. To do so, select View and on the drop-down menu, select Reorder Columns.

Manage Requisitions

Search Results

Req	Creation Date	Approval Amount	Status	Funds Status	Order
REQ0000223	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000222	5/18/22	120.00 USD	Incomplete	Not reserved	
REQ0000221	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000220	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000219	5/16/22	800.00 USD	Approved	Reserved	
REQ0000218	5/16/22	100.00 USD	Approved	Reserved	
REQ0000217	5/16/22	1,200.00 USD	Approved	Reserved	
REQ0000216	5/16/22	1,000.00 USD	Approved	Reserved	
REQ0000215	5/16/22	600.00 USD	Approved	Reserved	
REQ0000214	5/16/22	100.00 USD	Approved	Reserved	
REQ0000213	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049

- The system will return the Reorder Columns screen. Use the scroll bar to locate the columns you'd like to move. In this example, we will use Order Status.

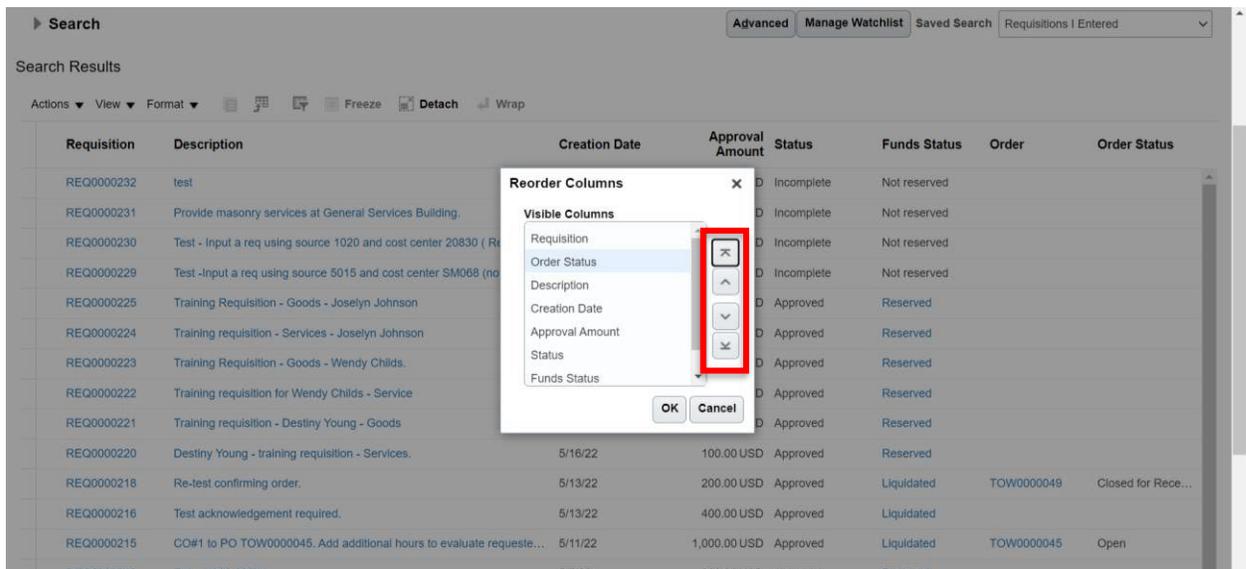
Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	Order Status
REQ0000232	test			D	Incomplete		Not reserved
REQ0000231	Provide masonry services at General Services Building.			D	Incomplete		Not reserved
REQ0000230	Test - Input a req using source 1020 and cost center 20830 (R			D	Incomplete		Not reserved
REQ0000229	Test -Input a req using source 5015 and cost center SM068 (no			D	Incomplete		Not reserved
REQ0000225	Training Requisition - Goods - Joselyn Johnson			D	Approved		Reserved
REQ0000224	Training requisition - Services - Joselyn Johnson			D	Approved		Reserved
REQ0000223	Training Requisition - Goods - Wendy Childs.			D	Approved		Reserved
REQ0000222	Training requisition for Wendy Childs - Service			D	Approved		Reserved
REQ0000221	Training requisition - Destiny Young - Goods			D	Approved		Reserved
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved		
REQ0000218	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000048	Closed for Rece...
REQ0000216	Test acknowledgement required.	5/13/22	400.00 USD	Approved	Liquidated		
REQ0000215	CO#1 to PO TOW0000045. Add additional hours to evaluate requeste...	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045	Open
REQ0000210	Test - 4800-80314	5/5/22	200.00 USD	Approved	Reserved		

- When you click on Order Status the system will display arrows that allow you to change its order on your display.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	Order Status
REQ0000232	test			D	Incomplete		Not reserved
REQ0000231	Provide masonry services at General Services Building.			D	Incomplete		Not reserved
REQ0000230	Test - Input a req using source 1020 and cost center 20830 (R			D	Incomplete		Not reserved
REQ0000229	Test -Input a req using source 5015 and cost center SM068 (no			D	Incomplete		Not reserved
REQ0000225	Training Requisition - Goods - Joselyn Johnson			D	Approved		Reserved
REQ0000224	Training requisition - Services - Joselyn Johnson			D	Approved		Reserved
REQ0000223	Training Requisition - Goods - Wendy Childs.			D	Approved		Reserved
REQ0000222	Training requisition for Wendy Childs - Service			D	Approved		Reserved
REQ0000221	Training requisition - Destiny Young - Goods			D	Approved		Reserved
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved		
REQ0000218	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000048	Closed for Rece...
REQ0000216	Test acknowledgement required.	5/13/22	400.00 USD	Approved	Liquidated		
REQ0000215	CO#1 to PO TOW0000045. Add additional hours to evaluate requeste...	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045	Open
REQ0000210	Test - 4800-80314	5/5/22	200.00 USD	Approved	Reserved		

- If you click the arrow with the line above it, the column will move to first on the display. We want the Order Status column to display second so we will use the plain arrow to move it to the left. Each click of the up arrow moves the column one space to the left (down arrow moves it to the right). Once the column is moved to the desired position, click OK.

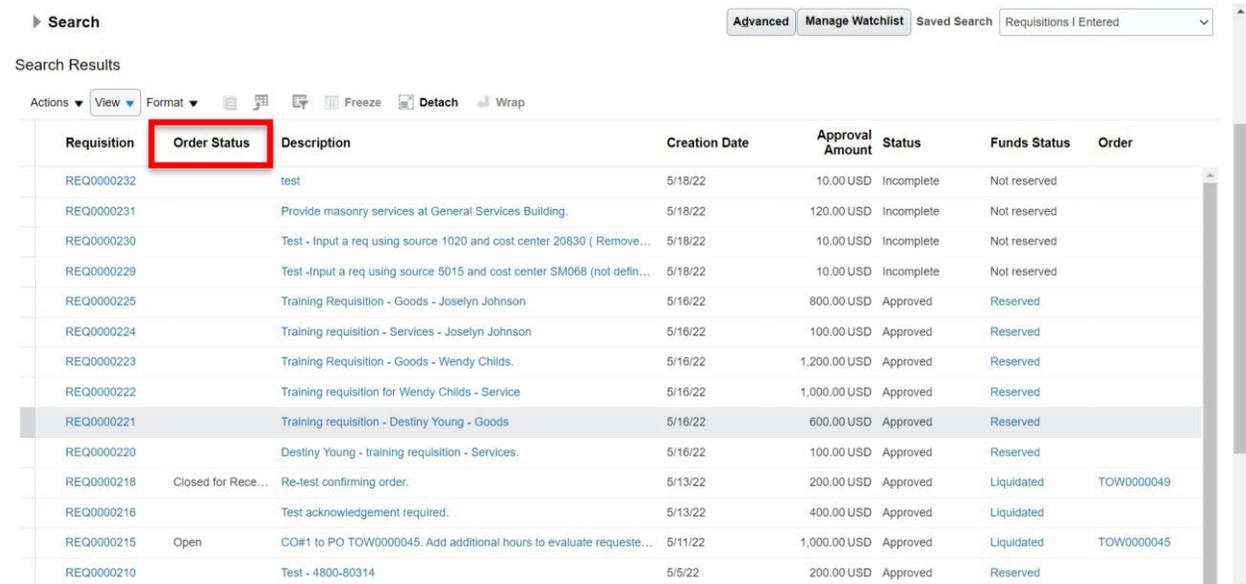
## Purchasing – Creating an FY 25 Requisition



Search Results

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order	Order Status
REQ0000232	test			Incomplete	Not reserved		
REQ0000231	Provide masonry services at General Services Building.			Incomplete	Not reserved		
REQ0000230	Test - Input a req using source 1020 and cost center 20830 ( Remove...			Incomplete	Not reserved		
REQ0000229	Test -Input a req using source 5015 and cost center SM068 (not defin...			Incomplete	Not reserved		
REQ0000225	Training Requisition - Goods - Joselyn Johnson			Approved	Reserved		
REQ0000224	Training requisition - Services - Joselyn Johnson			Approved	Reserved		
REQ0000223	Training Requisition - Goods - Wendy Childs.			Approved	Reserved		
REQ0000222	Training requisition for Wendy Childs - Service			Approved	Reserved		
REQ0000221	Training requisition - Destiny Young - Goods			Approved	Reserved		
REQ0000220	Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved		
REQ0000218	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049	Closed for Rece...
REQ0000216	Test acknowledgement required.	5/13/22	400.00 USD	Approved	Liquidated		
REQ0000215	CO#1 to PO TOW0000045. Add additional hours to evaluate requeste...	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045	Open
REQ0000210	Test - 4800-80314	5/5/22	200.00 USD	Approved	Reserved		

10. You can now see that Order Status is the second column displayed on the screen. The new order is automatically saved.



Search Results

Requisition	Order Status	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ0000232		test	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000231		Provide masonry services at General Services Building.	5/18/22	120.00 USD	Incomplete	Not reserved	
REQ0000230		Test - Input a req using source 1020 and cost center 20830 ( Remove...	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000229		Test -Input a req using source 5015 and cost center SM068 (not defin...	5/18/22	10.00 USD	Incomplete	Not reserved	
REQ0000225		Training Requisition - Goods - Joselyn Johnson	5/16/22	800.00 USD	Approved	Reserved	
REQ0000224		Training requisition - Services - Joselyn Johnson	5/16/22	100.00 USD	Approved	Reserved	
REQ0000223		Training Requisition - Goods - Wendy Childs.	5/16/22	1,200.00 USD	Approved	Reserved	
REQ0000222		Training requisition for Wendy Childs - Service	5/16/22	1,000.00 USD	Approved	Reserved	
REQ0000221		Training requisition - Destiny Young - Goods	5/16/22	600.00 USD	Approved	Reserved	
REQ0000220		Destiny Young - training requisition - Services.	5/16/22	100.00 USD	Approved	Reserved	
REQ0000218	Closed for Rece...	Re-test confirming order.	5/13/22	200.00 USD	Approved	Liquidated	TOW0000049
REQ0000216		Test acknowledgement required.	5/13/22	400.00 USD	Approved	Liquidated	
REQ0000215	Open	CO#1 to PO TOW0000045. Add additional hours to evaluate requeste...	5/11/22	1,000.00 USD	Approved	Liquidated	TOW0000045
REQ0000210		Test - 4800-80314	5/5/22	200.00 USD	Approved	Reserved	

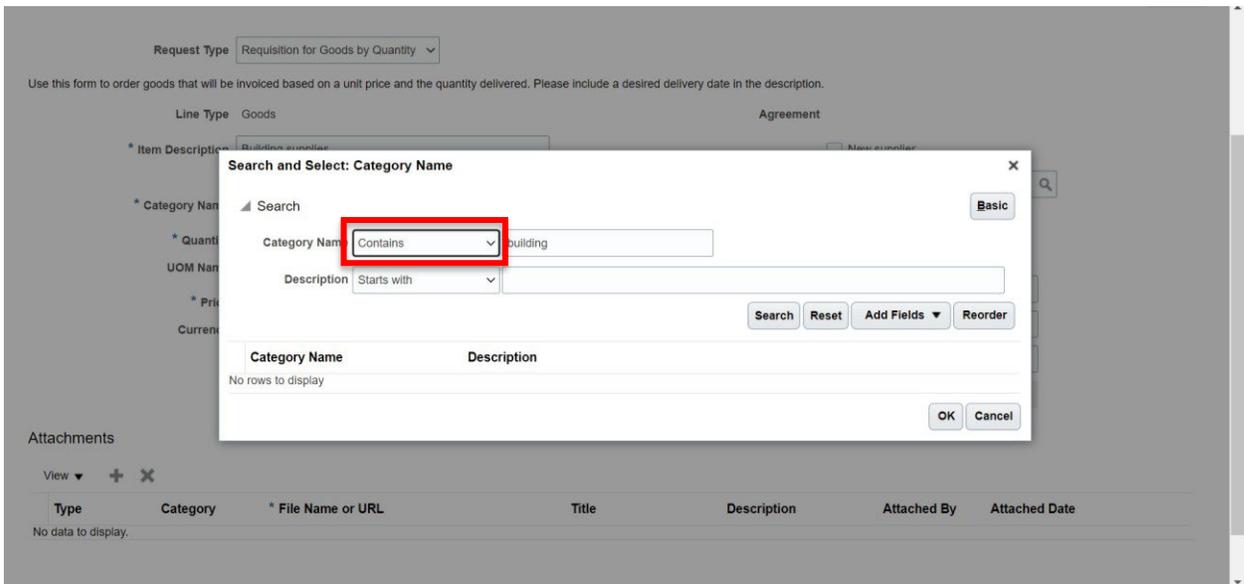
## Appendix – Using Advanced Search to find a Category Name

For employees creating a purchase requisition

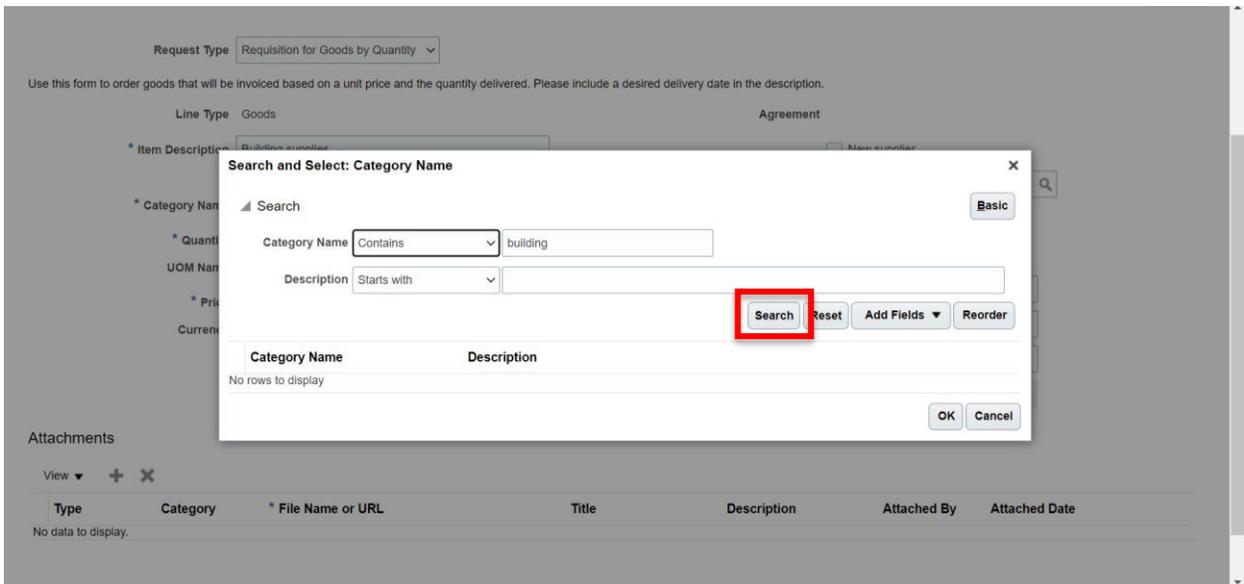
1. On the Create Request page, when filling in the **Category Name** field, if a message returns “No results found”, use the Advanced Search feature by clicking the **magnifying glass icon** next to the Category Name box.

2. This will bring up a “Search and Select” popup window. Click **Advanced** to bring up the Advanced Search screen.

3. Use the dropdown next to Category Name to select the type of search you want to conduct. In this example, we will use “Contains”.



4. Type a portion of the category's description in the Category Name field. When you click search the system will return all Category Names that contain the information entered anywhere in the description (in this example, "building").



5. Highlight the line of the category you wish to select and click OK.

## Purchasing – Creating an FY 25 Requisition

**Search and Select: Category Name**

Search

Category Name: Contains building

Description: Starts with

Search Reset Add Fields Reorder

Category Name	Description
Construction Repair or Maintenance ...	614145 - Major repairs or improvements to complete building exterior
Construction Repair or Maintenance ...	614150 - Major repairs or improvements to complete building interior, including painting, new office cons...
Construction of Building Additions or I...	614110 - New building construction or a new addition to a building
Equipment - Fixed for Buildings	614020 - Major Equipment fixed to a structure; ie chillers, telecom equipment etc
Equipment Maintenance & Building N...	611135 - New equipment used to maintain the proper condition of a building, i.e. plumbing, electrical, m...
Equipment Maintenance & Building R...	610135 - Equipment purchased for replacement of already existing maintenance equipment. i.e. replac...
Maintenance & Repair Building Non ...	608160 - non-routine repairs such as be repairing doors, repairing HVAC systems, etc
Maintenance & Repair Building Routine	608157 - For general building maintenance such as replacing filters, cleaning ducts, etc
Supplies for Buildings janitorial	609012 - Misc. items purchased that are considered janitorial
Supplies for Buildings non janitorial	609009 - Misc. items purchased such as light bulbs that are considered non-janitorial

OK Cancel

- The system will return to the requisition page and automatically fill the Category Name field with your selection.

Request Type: 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.

Line Type: Goods

\* Item Description: Building supplies.

\* Category Name: Supplies for Buildings non janitorial

\* Quantity:

UOM Name: Each

\* Price:

Currency: USD

Agreement

New supplier

Supplier:

Supplier Site:

Supplier Contact:

Phone:

Fax:

Email:

Supplier Item:

Attachments

View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Updated March 12, 2024