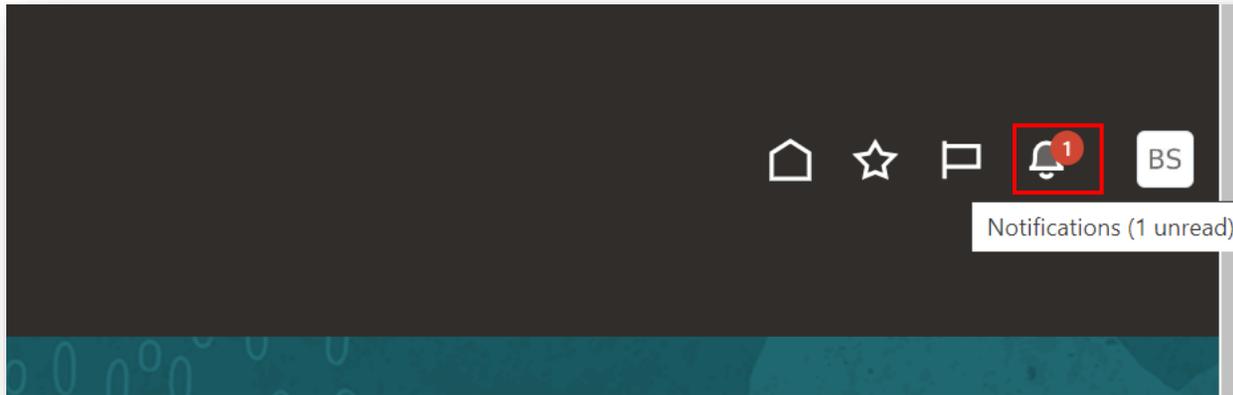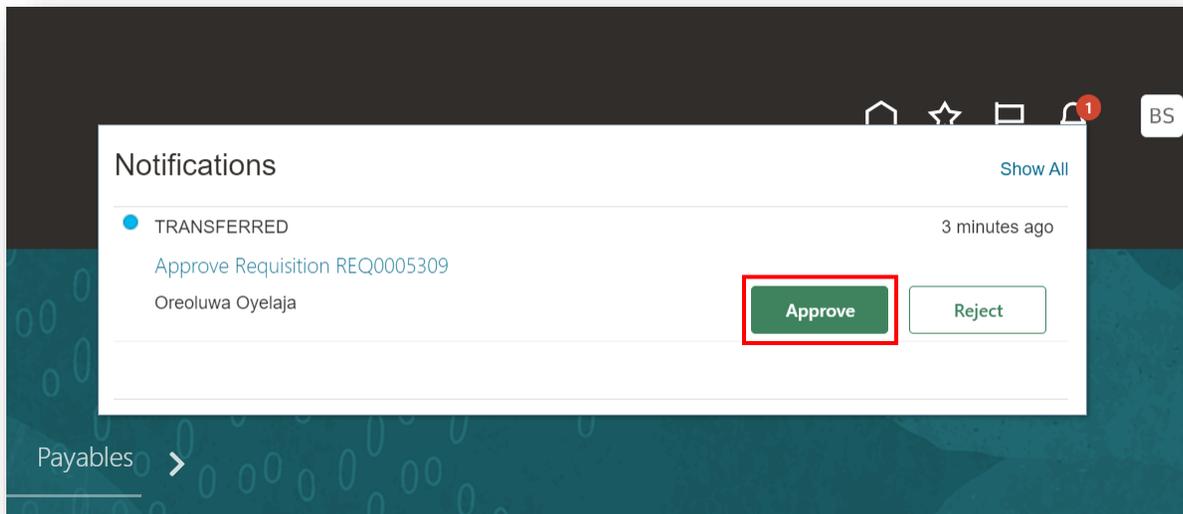# How To Approve a Requisition

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
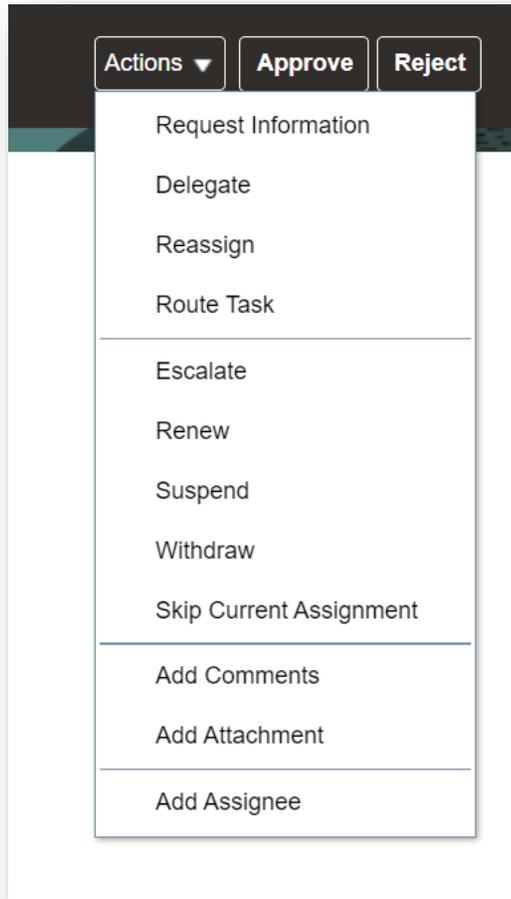
Requisition   REQ0005309

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

	12/3/24 9:38 AM
ℹ️ Oreoluwa Oyelaja reassigned to **Brian Starkloff**	

	12/3/24 9:38 AM
🕐 Assigned to **Gina Peach**	

	12/3/24 9:38 AM
⬆️ Submitted by **Oreoluwa Oyelaja**	

📎 REQ0005309.pdf

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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 ⌄

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.

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

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