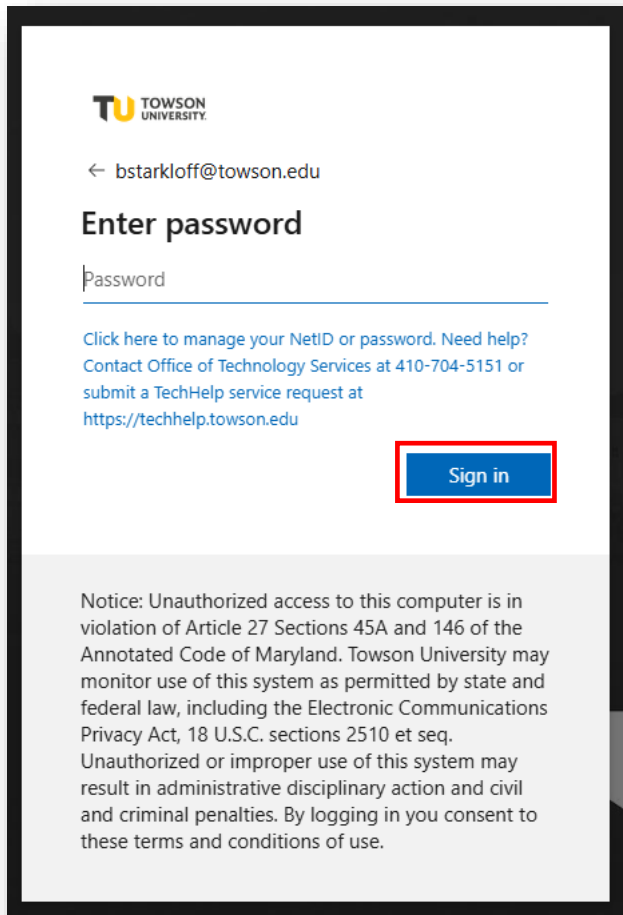


How To Manage/View a Requisition

Complete the following steps to manage or view a requisition.

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



TU TOWSON UNIVERSITY

← bstarkloff@towson.edu

Enter password

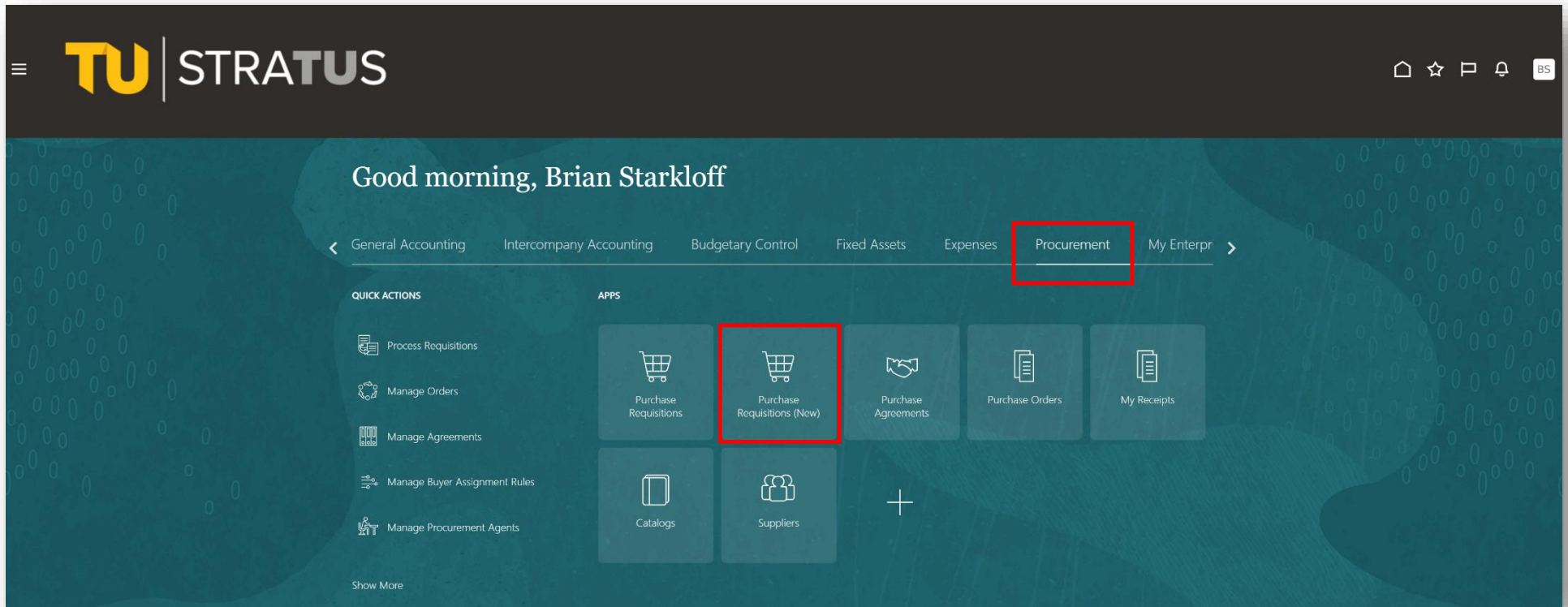
Password

[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).



Click on My Requisitions.

TU STRATUS

Self Service Procurement
Towson University | Towson University

Actions | Preferences

Search for items or services

Create Noncatalog Request

My recent requisitions

- Draft** Requisition REQ0005315
Professional Development
1 Line
Creation Date: 12/3/24
- 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, pursuant to the [USM Procurement Policies and Procedures](#). Requisitions shall be submitted prior to the required dates 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, a competitive solicitation may be required.

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

Self Service Procurement | **My Requisitions** | Cart 1

Here you can search for requisitions using the search field or by clicking on the “Entered By” box and selecting a name.

The screenshot shows the 'My Requisitions' page in the TU STRATUS system. At the top left is the TU STRATUS logo. Below it, the page title 'My Requisitions' is displayed. A search bar is highlighted with a red box, containing the text 'Entered By Brian Starkloff' and a search icon. Below the search bar, there are several filters: 'Submission Date This Year 1', 'Creation Date This Quarter 1', 'Requisition Status Approved 0', and 'Action Required Create change order 0'. Below the filters, a table displays 2 results. The first result is for requisition ID 'REQ0005315', titled 'Professional Development', entered by Brian Starkloff, with a date of 12/3/24. It is in 'Draft' status with a value of \$15,368.00. The second result is for requisition ID 'REQ0004160', also titled 'Professional Development', entered by Brian Starkloff, with a date of 4/15/24. It is in 'Delivered' status with a value of \$15,368.00 and includes the purchase order 'TOW0002519 sold by Learning Tree International'.

This is a close-up screenshot of the 'Entered By' dropdown menu. The search bar above it contains 'Entered By Brian Starkloff'. The dropdown menu is open, showing a list of names with radio buttons next to them: Debra Doyle (204), Nicole Kress (117), Mark Temmel (106), Rene Florendo (101), Natalie Dabrowski (79), and Norma Urbina (76). The background shows the 'My Requisitions' page with the same table of requisitions as in the first screenshot.

Your results will appear. You can select the three dots (...) to the right of the requisition to manage or view it.

My Requisitions

Q

Entered By Debra Doyle
✕

Submission Date Last Year 85

Creation Date Last Year 86

Category Services Other Non Auxiliary 61

Supplier BFPE International 33

More Filters

204 results

REQ0005233	Omnilert Gun Detect is an AI-powered, visual gun detection platform with up to 90 camera streams. <small>Entered By Debra Doyle</small>	9/4/24	...
Approved	Omnilert Gun Detect is an AI-powered, visual gun detection platform with up to 90 camera streams. <small>Approval Date: 9/5/24</small>	\$61,200.00	...
REQ0005228	Extension of contract from Assured Protection for security guard services through 11/30/24. <small>Entered By Debra Doyle</small>	9/4/24	...
Approved	Extension of contract from Assured Protection for security guard services through 11/30/24 at the Armory. <small>Approval Date: 9/4/24</small>	\$14,654.25	...
Approved	Extension of contract from Assured Protection for security guard services through 11/30/24 at 401 Washington. <small>Approval Date: 9/4/24</small>	\$15,468.38	...
REQ0005148	HCGI will provide 3 Microsoft Surface Pros with software and accessories. <small>Entered By Debra Doyle</small>	8/22/24	...
Delivered	HCGI will provide 3 Microsoft Surface Pros with software and accessories. <small>Purchase Order: TOW0003089 sold by HCGI</small>	\$5,442.00	...
REQ0005132	Change order#1 to BFPE's fire alarm maintenance, testing and repair PO# TOW0002062. <small>Entered By Debra Doyle</small>	8/20/24	...
Ordered	Program 7 - Fire alarm testing & maintenance - Change order #1 <small>Purchase Order: TOW0002062 sold by BFPE International</small>	\$28,000.00	...
Delivered	Program 7 - Fire Alarm Repairs - Change order #1 <small>Purchase Order: TOW0002062 sold by BFPE International</small>	\$13,000.00	...
Ordered	Program 8 - Fire alarm testing & maintenance - Change order #1 <small>Purchase Order: TOW0002062 sold by BFPE International</small>	\$17,000.00	...
Ordered	SECU Arena - Fire alarm maintenance & testing - Change order #1 <small>Purchase Order: TOW0002062 sold by BFPE International</small>	\$1,500.00	...
Ordered	Sports Complex - Fire alarm maintenance & testing - Change order #1 <small>Purchase Order: TOW0002062 sold by BFPE International</small>	\$2,000.00	...