

# How To Prepare a Requisition for Another Requestor

***Complete the following steps to prepare a requisition for someone else.***

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

**TU TOWSON UNIVERSITY**

← bstarkloff@towson.edu

## Enter password

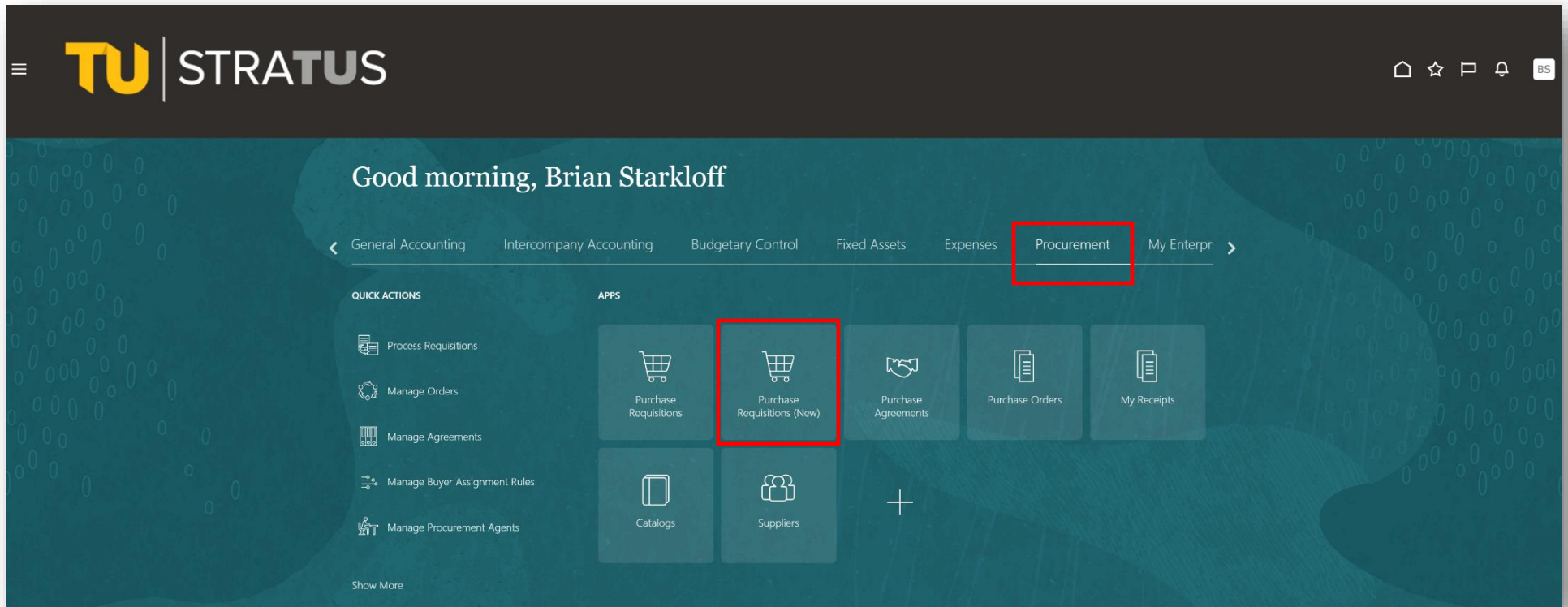
Password

[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 the Purchase Requisition (New) tile.



After creating your requisition, you can change the Requestor from the Cart. Select the pencil (edit) icon in the Requisition Summary.

The screenshot displays the TU STRATUS Cart interface. At the top left is the TU STRATUS logo. The main header area contains the word "Cart" and "Requisition REQ0005318". On the right side of the header are "Actions" and "Submit" buttons. The main content area is divided into two sections. The left section shows a requisition item: "Test" (Sold By Baltimore Alumna Chapter of Delta Sigma Theta Sorority Inc) priced at "\$50.00 Each" with a quantity of "1". To the right of the item are trash and edit icons. The right section is titled "Requisition summary" and contains a table of financial details. A red box highlights the pencil icon in the top right corner of the summary section.

Requisition summary	
Subtotal	\$50.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$50.00</b>

Description

Requester  
Brian Starkloff

Deliver to Location  
Towson University

Charge To  
1020-20830-608201-00000-000-000000-0000

Funds Status  
Not reserved

Budget Date  
12/4/24

Begin typing the first name (last name won't work) of who you want to be assigned as the Requestor. Then select them from the available options. Then click Update.

**REQ0005318**  
Requisition

Cancel Update

Description

Justification

**Delivery**

Requester  
Gina

Requested Delivery Date  
12/11/24

Gina Kaplanis  
13230-Occupational Therapy  
invalidgkaplanis@towson.edu

Gina Laupert  
13030-Special Education  
invalidglaupert@towson.edu

Gina Peach  
18930-Financial Services  
gpeach@towson.edu

Gina Pomilla  
33766-ConEd  
invalidgpomilla@towson.edu