

# How To Enter a Requisition in RSSP – Updated for 24D

*This document will walk you through entering a requisition.*

*For ease of use, please have your 4-digit source and 5-digit cost center ready before beginning a new requisition.*

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

**TU TOWSON UNIVERSITY**

← bstarkloff@towson.edu

### Enter password

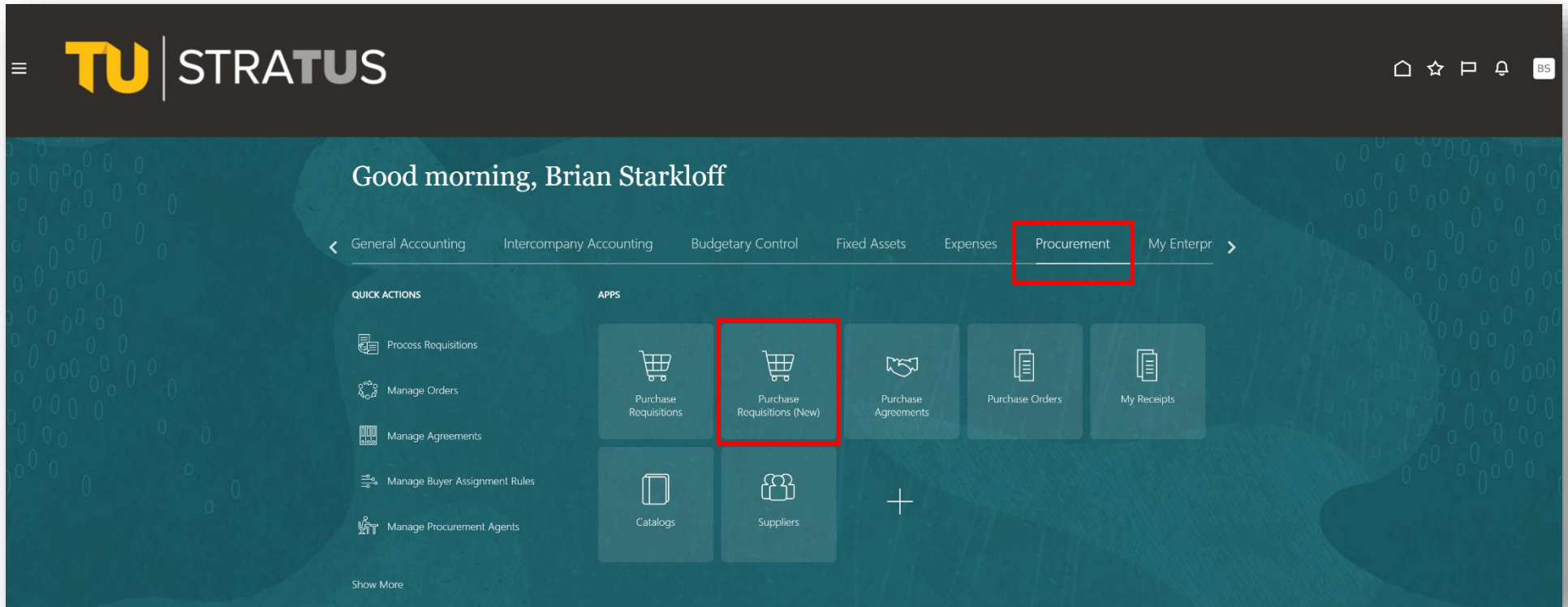
Password

[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>](#)

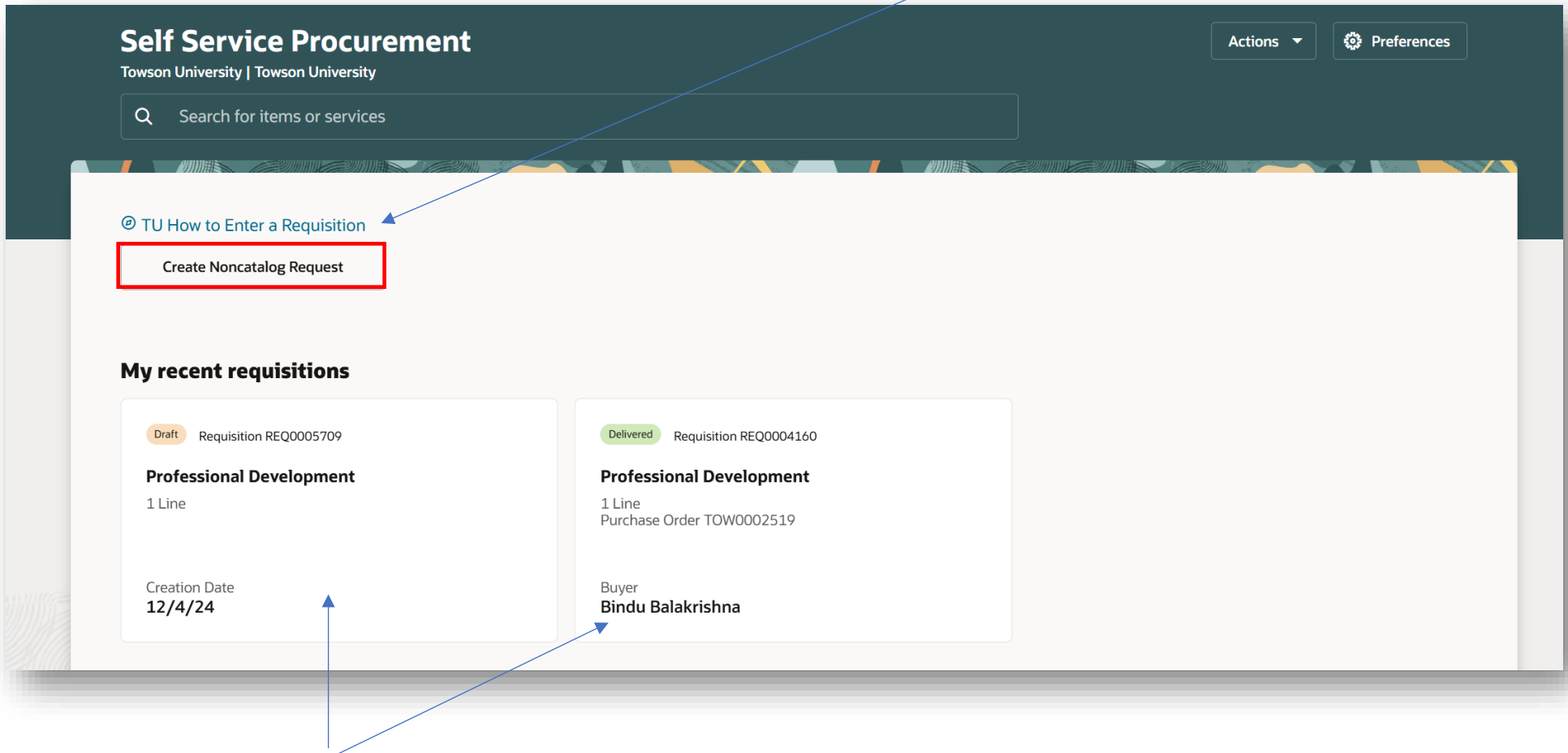
**Sign in**

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.

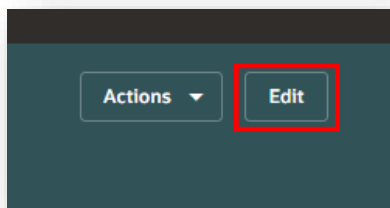
Navigate to the Procurement tab and select the Purchase Requisition (New) tile.



Select Create Noncatalog Request to start a new requisition. Tip: This guide is available here.



Tip: You can edit your recent requisitions by click on them here.



After opening a recent requisition, Click Edit at the top right to make changes.

Here is the requisition form. Begin by filling out the item description, followed by Item Type. Depending on the item type you select, you will need to complete the remaining fields based on that items type such as Category (account), Quantity, Unit of Measure (UOM), Pricing options, and Source/Supplier (If you want to choose a supplier that is not already in the system, see appendix.)

Item types: These options replace the different non catalog request forms in the old system. Select Goods by quantity, services by amount or services by quantity.

**Create Noncatalog Request** Cancel Add to List Add to Cart

Item Description Required

Item Type: Goods billed by quantity Category Required

**Pricing**

Quantity: 1 UOM Required

Price Required Currency: USD

**Source**

New supplier

Supplier Supplier Site

Supplier Contact Supplier Item

Wildcard Tip: When searching for Supplier, you can type % before or after any letters the supplier contains, and results will populate. This comes in handy if you are unsure of exactly how the supplier is listed within the system. For example, if you are searching for “Baltimore Business Journal” you can type %bus and it will populate.

### Supplier

- Abbott Bus Lines
- American Combustion Industries Inc
- Anderson Bus Co
- Baltimore Business Journal

) is signed in

For attachment category, leave the selection of: To Buyer. Then drag and drop your attachment(s).

Internal to Requisition

To Receiver

Miscellaneous

To Approver

To Buyer

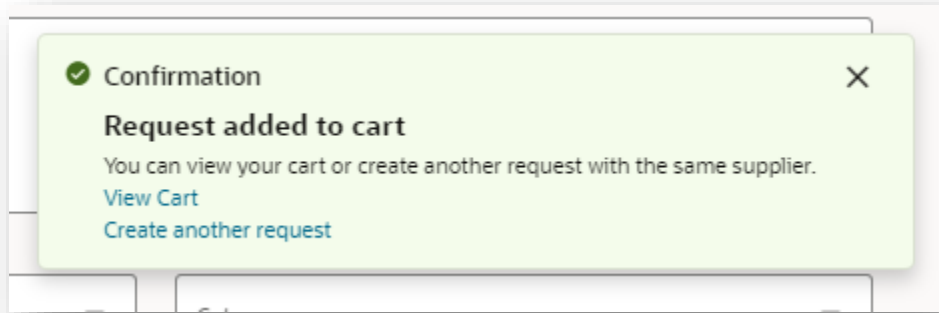
To Supplier

Category  
To Buyer

**Drag and Drop**  
Select or drop files here.

URL

When your form is complete, select Add to Cart at the top right.



After you add to cart, this confirmation box will appear. You can now select View Cart to complete the requisition process. Or if you want to create another line for this requisition, you can select create another request.

Header of Requisition: Within the Requisition summary you will find additional options for delivery, urgency, notes, etc. Click on the icon here.

This icon will take you to header info:

The screenshot shows a requisition cart interface. At the top, there is a dark green header with the word "Cart" and "Requisition REQ0005298". To the right of the header are "Actions" and "Submit" buttons. The main content area is divided into two columns. The left column contains two items: "Computer 1" and "Computer 2", each with a price per unit and a quantity input field. The right column contains a "Requisition summary" section, which is highlighted with a yellow border. This section includes a table of financials and a list of details. A red box highlights an edit icon (a pencil) in the top right corner of the "Requisition summary" section. A blue arrow points from the text above to this icon.

Requisition summary	
Subtotal	\$5,100.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$5,100.00</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  
9/18/24



## Requisition Header info:

Here you may add an additional Header level Description or Justification. These fields are optional.

You can change the Requester if you are entering a requisition on behalf of someone else. This requisition will be routed to them.

If you want to change the requested delivery date, click on the icon to the right and select a new date.

**REQ0005296**  
Requisition

Cancel Update

Description

Justification

**Delivery**

Requester  
Brian Starkloff

Requested Delivery Date  
9/25/24

Deliver to Location  
Towson University

Urgent

If this is an Urgent requisition, you can indicate that by selecting this box.


When finished, click Update at the top right.

We will review the Charge account options in a later section of this document.


If you are entering a requisition for the next fiscal year, you can change the budgetary control date to reflect a future date.

You also can add any notes you have for the supplier here. When finished, click Update.

### Charge account

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


### Budgetary control

Budget Date  
9/18/24 

### Notes

Note to Supplier

### Attachments

Category  
Internal to Requisition 

**Drag and Drop**  
Select or drop files here.

URL

Now we are back in the Cart. If you need to make edits to the line item(s) click on the item Heading.

The screenshot displays a procurement cart interface. At the top, a dark teal header contains the word "Cart" and the requisition number "Requisition REQ0005298". On the right side of the header are "Actions" and "Submit" buttons. The main content area is divided into two columns. The left column lists two items: "Computer 1" and "Computer 2". "Computer 1" is highlighted with a red box and has a blue arrow pointing to it from the text above. Each item shows its price per unit, a quantity input field (set to 1), and icons for deleting or editing the item. The right column contains a "Requisition summary" section with a list of details: Subtotal (\$5,100.00), Estimated Tax (\$0.00), Approval Amount (\$5,100.00), Requester (Brian Starkloff), Deliver to Location (Towson University), Charge To (1020-20830-608201-00000-000-000000-0000), Funds Status (Not reserved), and Budget Date (9/18/24).

**Cart**  
Requisition REQ0005298

**Computer 1**  
Sold By Dell Computer Corp.  
\$2,500.00 Each  
Quantity: 1

**Computer 2**  
Sold By Dell Computer Corp.  
\$2,600.00 Each  
Quantity: 1

**Requisition summary**

Subtotal	\$5,100.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$5,100.00</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  
9/18/24

Make any edits you need to, then click Update when you are finished.

## Edit Noncatalog Request

Cancel **Update**

Item Description  
Computer

Item Type  
Goods billed by quantity

Category  
Administrative Hearing Charge

### Pricing

Quantity  
1

UOM  
Each

Price  
\$5,000.00

Currency  
USD

### Source

New supplier

Supplier  
Dell Computer Corp.

Supplier Site  
004

Supplier Contact

Supplier Item

### Notes

Note to Supplier

You can change the quantity here.

If you want to delete a line, select the trash icon here.

The screenshot shows a web interface for a requisition cart. At the top, there is a dark teal header with the word "Cart" in white, followed by "Requisition REQ0005298". On the right side of the header, there are two buttons: "Actions" with a dropdown arrow and "Submit".

The main content area is divided into two columns. The left column contains two line items:

- Computer 1**  
Sold By Dell Computer Corp.  
\$2,500.00 Each  
Quantity: 1 (highlighted with a red box)
- Computer 2**  
Sold By Dell Computer Corp.  
\$2,600.00 Each  
Quantity: 1

The right column contains a "Requisition summary" section with a pencil icon for editing. It lists:

- Subtotal: \$5,100.00
- Estimated Tax: \$0.00
- Approval Amount: \$5,100.00

Below the summary, there is a "Description" section with the following details:

- Requester: Brian Starkloff
- Deliver to Location: Towson University
- Charge To: 1020-20830-608201-00000-000-000000-0000 (with an external link icon)
- Funds Status: Not reserved
- Budget Date: 9/18/24

Annotations from the text above point to the "Quantity" input field for "Computer 1" and the trash icon next to the "Computer 1" line item.

Line Level Detail Icon: To make edits to the line delivery and billing details, click on this icon: (each line will have an pencil edit icon)

The screenshot displays a requisition cart interface. At the top, the title "Cart" is shown with the requisition number "Requisition REQ0005298". On the right, there are "Actions" and "Submit" buttons. The main content area lists two items:

- Computer 1**: Sold By Dell Computer Corp., priced at \$2,500.00 Each. It has a quantity of 1. To its right are a trash icon and a pencil icon (highlighted with a red box and a blue arrow).
- Computer 2**: Sold By Dell Computer Corp., priced at \$2,600.00 Each. It has a quantity of 1. To its right are a trash icon and a pencil icon.

On the right side, the "Requisition summary" section includes:

- Subtotal: \$5,100.00
- Estimated Tax: \$0.00
- Approval Amount: \$5,100.00
- Description: Requester Brian Starkloff, Deliver to Location Towson University, Charge To 1020-20830-608201-00000-000-000000-0000, Funds Status Not reserved, Budget Date 9/18/24.

Here, you can change the delivery date, the requester, add Billing information.

### Delivery and Billing Details

Requisition REQ0005308

Cancel Update

Line Description  
Computer

Quantity  
1

#### Delivery

Requester  
Brian Starkloff

Requested Delivery Date  
10/1/24

Deliver-to Location  
Towson University

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

Urgent

#### Billing

**Total**

Total Percentage	Total Amount	Total Quantity
100	\$5000	1

Distribution 1  
1020-20830-608201-00000-000-000000-0000

Percentage	Amount	Quantity	...
100	\$5000	1	...

You can edit the distribution to charge another cost center than the one that is listed. Also, you can split these charges between your cost center and another one. Click on the 3 dots (...) here and select Edit.

\*For Splitting the cost between multiple cost centers, see appendix.

Billing		
Total		
Total Percentage	Total Amount	Total Quantity
<b>100</b>	<b>\$5000</b>	<b>1</b>
Distribution 1		
<b>1020-20830-608201-00000-000-000000-0000</b>		
Percentage	Amount	Quantity
100	\$5000	1

NOTE: The ALIAS functionality utilized in the Classic Requisition and on other documents like expenses and invoices to search for correct combinations was not carried into RSSP. You will need to be aware of your source and cost center combinations to make this process simpler. If you want to change your source and cost center, you can simply delete the numbers and type in new ones. The system will bring up drop down lists with valid values in each COA segment to make selection easier.



### Distribution 1

Quantity  
1

Amount  
\$2,500.00

Percentage  
100

Budget Date  
9/18/24



### Charge account

Charge To  
1020-20830-608201-00000-C



### Distribution 1

Quantity  
1

Amount  
\$2,500.00

Percentage  
100

Budget Date  
9/18/24



### Charge account


Charge To  
1020-18930-608201-00000-C




Tip: If you get an error message here, again make sure the combination is correct, and that this natural account has been used in the past. Retype the natural account and it might work the 2<sup>nd</sup> time (this is something we are working on making easier)

DO NOT use the icon to the right of the Charge account box to update the account string, as this functionality is not compatible with our system.

**Distribution 1**

Quantity 1	Amount \$2,500.00
Percentage 100	Budget Date 9/18/24 

**Charge account**

Charge To  
1020-20830-608201-00000-(

Click update when finished.

Be sure to Check Funds to confirm funding is available for this requisition. Select Actions, Check Funds.

The screenshot displays a requisition cart interface. At the top left, the title "Cart" is shown above the requisition ID "Requisition REQ0005298". On the right side of the header, there is an "Actions" dropdown menu and a "Submit" button. A blue arrow points from the text above to the "Actions" menu. The dropdown menu is open, showing three options: "Check Funds" (highlighted with a red box), "View Approvers", and "Save for Later".

The main content area is divided into two columns. The left column lists items in the cart:

- Computer 1**  
Sold By Dell Computer Corp.  
\$2,500.00 Each  
Quantity: 1 (input field)
- Computer 2**  
Sold By Dell Computer Corp.  
\$2,600.00 Each  
Quantity: 1 (input field)

The right column contains a summary section:

- Requisition s**
- Subtotal: \$5,100.00
- Estimated Tax: \$0.00
- Approval Amount**: \$5,100.00
- Description
- Requester: Brian Starkloff
- Deliver to Location: Towson University
- Charge To: 1020-20830-608201-00000-000-000000-0000 (with an external link icon)
- Funds Status: Not reserved
- Budget Date: 9/18/24

✔ The requisition passed the funds check process.

[View details](#)

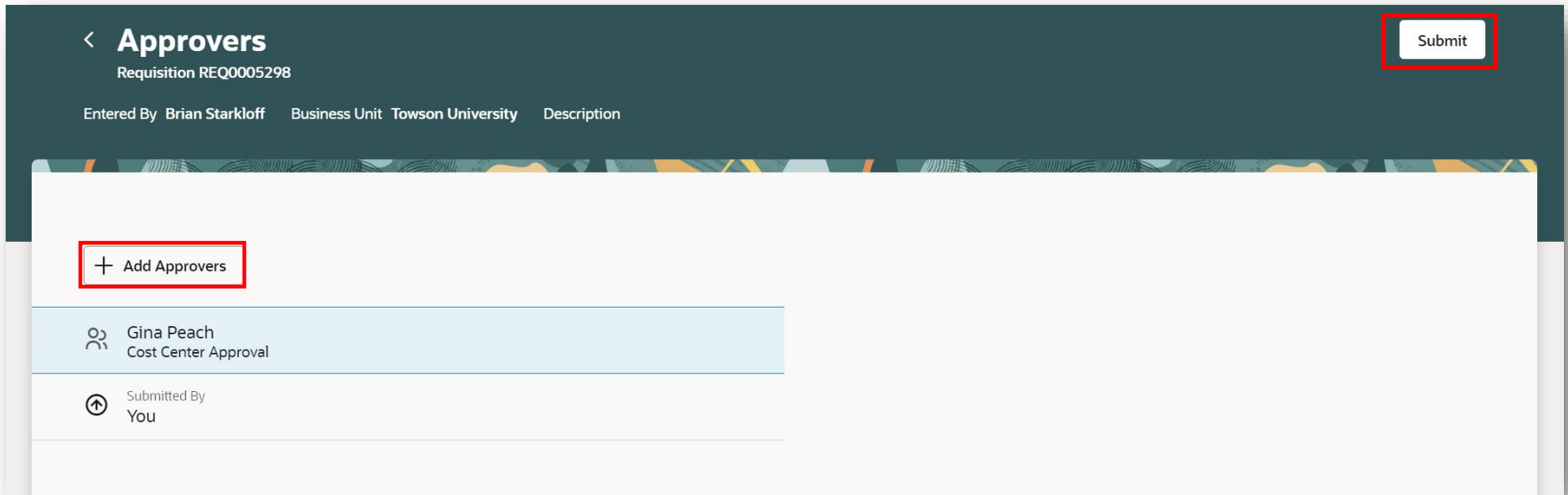
You will see this message if it has passed the funds check process.

The Actions menu also allows you to view and add Approvers.

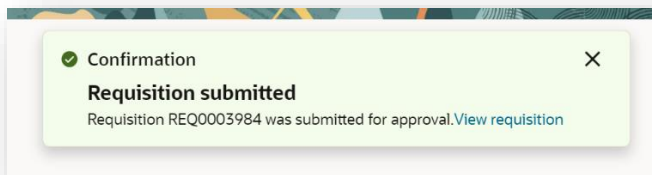
The screenshot displays a requisition cart for Requisition REQ0005298. It features two items: 'Computer 1' and 'Computer 2', both sold by Dell Computer Corp. Each item has a quantity of 1 and a price per unit. The 'Computer 1' item is priced at \$2,500.00 each, and 'Computer 2' is priced at \$2,600.00 each. To the right of the items are icons for deleting and editing. On the right side of the cart, there is a summary section titled 'Requisition s' with a subtotal of \$5,100.00, an estimated tax of \$0.00, and an approval amount of \$5,100.00. Below this, there is a description of the requester as Brian Starkloff, the deliver to location as Towson University, and the charge to account as 1020-20830-608201-00000-000-000000-0000. The funds status is 'Not reserved' and the budget date is 9/18/24. At the top right, there is an 'Actions' dropdown menu with options for 'Check Funds', 'View Approvers', and 'Save for Later'. The 'View Approvers' option is highlighted with a red box. A blue arrow points from the text 'The Actions menu also allows you to view and add Approvers.' to the 'View Approvers' option in the menu.

You will see the list of approvers here. Click on the name of an approver already listed, then select + Add Approvers, to add an approver to this requisition.

Tip: When a cost center manager creates the requisition, the cost center manager's name may appear in the approver list preview, the requisition will go to their supervisor since cost center managers can't approve their own requisitions.



If finished, click Submit and you will get a Confirmation that your requisition has been submitted. If you are not ready to submit, click the back arrow next to Approvers to go back to the requisition page.



You can view all of your submissions by clicking My Requisitions at the bottom of the page.

The screenshot displays the 'Self Service Procurement' interface for Towson University. At the top, there is a search bar and navigation links for 'Actions' and 'Preferences'. The main content area features a 'Create Noncatalog Request' button and a section titled 'My recent requisitions' containing three requisition cards. Each card shows a 'Pending approval' status, a requisition ID, a title (e.g., 'test', 'Camera'), '1 Line', and a 'Date Submitted' (e.g., 9/5/24, 8/22/24). Below this is a 'Purchasing news' section with a dropdown arrow and an external link icon, containing two paragraphs of text regarding procurement policies. At the bottom, a dark navigation bar includes 'Self Service Procurement', 'My Requisitions' (highlighted with a red box), and 'Cart'. A blue arrow points from the text above to the 'My Requisitions' link.

By clicking on the 3 dots (...) on the right and selecting View Details, you can see the current status of the requisition.

You can also search any requisitions here by using the Entered by box.

The screenshot displays the 'My Requisitions' dashboard. At the top, there is a search bar with the text 'Entered By Brian Starkloff' and a search icon. Below the search bar are several filter buttons: 'Submission Date This Week 2', 'Creation Date This Week 2', 'Category Administrative Hearing Charge 1', 'Supplier ABC Party & Tent Rental 1', and 'More Filters'. The main content area shows '3 results' in a table format. Each row represents a requisition with its ID, title, entered by, status, and date. A dropdown menu is open for the first requisition, listing actions: 'View Details', 'Edit', 'Duplicate', 'View Document History', 'View Life Cycle', 'Cancel', and 'Delete'. The 'View Details' option is highlighted with a red box. A blue arrow points from the text above to the search bar, and a red box highlights the 'View Details' option in the dropdown menu.

Requisition ID	Title	Entered By	Status	Date	Actions
REQ0003984	test	Entered By Brian Starkloff	Pending approval	9/5/24	View Details, Edit, Duplicate, View Document History, View Life Cycle, Cancel, Delete
REQ0003983	Camera	Entered By Brian Starkloff	Pending approval		
REQ0003970	test	Entered By Brian Starkloff	Pending approval		

View Details:

**Requisition REQ0005307** Approved

Towson University

Entered By **Brian Starkloff** Creation Date **9/24/24**

Actions Edit

Description	Computer	Justification		
Subtotal	\$5,000.00	Estimated Tax	\$0.00	Approval Amount \$5,000.00 Funds Status Reserved

> **More information**

**Lines**

Approved	Computer Approval Date: 9/24/24	Cost Center 20830 \$5,000.00	1 Each	...
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Tip: Requisition PDF preview is currently not available but will be available in the first quarter of 2025. However, we have created a report you can run to see a preview for now. Select TU Preview Draft Requisition here.

**Cart** Requisition REQ0005709

Actions Submit

**TU Preview Draft Requisition**

**Requisition summary**

Subtotal	\$15,368.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$15,368.00</b>

Description  
Professional Development



To Reassign or transfer a requisition to someone else, click on the 3 dots (...) to the right of the requisition date and select Reassign.

The screenshot displays the 'My Requisitions' dashboard. At the top, there is a search bar with the text 'Entered By Brian Starkloff' and a search icon. Below the search bar are several filter buttons: 'Submission Date This Year 5', 'Creation Date Last Quarter 7', 'Category Administrative Hearing Charge 7', 'Supplier Dell Computer Corp. 7', and 'More Filters'. The main content area shows a list of 8 requisitions. The third requisition, REQ0005306, is highlighted, and its dropdown menu is open, showing options: 'View Details', 'Edit', 'Duplicate', 'View Document History', 'View Life Cycle', 'Reassign' (highlighted with a red box), 'Cancel', and 'Delete'. The 'Reassign' option is the focus of the instruction.

Requisition ID	Category	Entered By	Date	Actions
REQ0005308	Computer	Entered By Brian Starkloff	9/24/24	...
	Draft	Computer	1 Each	...
REQ0005307	Computer	Entered By Brian Starkloff	9/24/24	...
	Approved	Computer Approval Date: 9/24/24	1 Each	...
REQ0005306	Computer	Entered By Brian Starkloff	9/24/24	...
	Approved	Computer Approval Date: 9/24/24		
	Approved	Fixed the description. Approval Date: 9/24/24		
REQ0005298		Entered By Brian Starkloff		
	Draft	Computer 1		
	Draft	Computer 2		
REQ0005296	Computer	Entered By Brian Starkloff		
	Approved	Computer Approval Date: 9/25/24		

## Reassign requisition

REQ0005307

Reassign To



Enter at least 3 characters.

Notify the assignee



Cancel

Reassign

Type in the name of the person you want to reassign to and check the box to Notify the assignee.

Then select Reassign at the bottom right.

**Appendix 1: Splitting between two different cost centers:**

To split the cost of this requisition to different cost centers, first select this edit icon on the item you wish to split in your cart.

The screenshot displays a procurement cart interface. At the top left, the title "Cart" is shown above the requisition ID "Requisition REQ0003986". On the top right, there are "Actions" and "Submit" buttons. The main area contains two items:

- Brian Test**  
Sold By Gateway International Group LLC  
\$2,000.00 Each  
Quantity: 1  
Action icons: delete and edit (the edit icon is highlighted with a red box and pointed to by a blue arrow).
- Brian Test 3**  
Sold By Gateway International Group LLC  
\$3,000.00 Each  
Quantity: 1  
Action icons: delete and edit.

On the right side, a "Requisition summary" panel provides details:

- Subtotal: \$5,000.00
- Estimated Tax: \$0.00
- Approval Amount: \$5,000.00
- Description: Requester: Brian Starkloff; Deliver to Location: Towson University; Charge To: Multiple; Funds Status: Not reserved; Budget Date: 9/9/24.

Scroll down to the bottom of the page. Click on the 3 dots (...) to the right of the Distribution string and choose Split.

### Line Delivery and Billing Details

Cancel Update

**Attachments**

Category  
Internal to Requisition

**Drag and Drop**  
Select or drop files here.

URL  Add URL

**Billing**

**Total**

Total Percentage	Total Amount	Total Quantity
100	\$2000	1

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Distribution 1  
1020-20830-608201-00000-000-000000-0000

Percentage	Amount	Quantity
100	\$2000	1

...

Edit

Split

**Distribution 2**

Quantity: 0.5      Amount: \$1,000.00

Percentage: 50      Budget Date: 9/9/24

**Charge account**

Charge To: 1020-18930-608201-00000-C

CostCenter	Description
18930	Financial Servi...

Cancel      **Create**

Fill in either the Quantity, Amount, or Percentage and the other boxes will automatically update based on your input. Then change the charge account to the other cost center you want charged for this.

Then select Create at the bottom right and you will be returned to the line item details where you will see the 2 cost centers listed.

## Appendix 2: Enter new supplier information

If your supplier does not pre-populate in the system, you will need to enter information here. Click the New Supplier box and enter all the new supplier information.

### Source

New supplier

Supplier	Supplier Address
Supplier Contact	Fax
Phone	Email
Supplier Item	

### Appendix 3: Editing as an Approver

To edit a requisition as an approver, click on the requisition name in your bell notifications, or through email.

Notifications Show All

TRANSFERRED 1 minute ago

Approve Requisition REQ0005499

Oreoluwa Oyelaja Approve Reject

Requisition Approval

**\$2,000.00**

**Oyelaja, Oreoluwa**

TEST-For Brian

Requisition [REQ0005499](#)

**Lines**

**TEST-For Brian** \$2,000.00

1 x \$2,000.00

Charge Account: 1020-20830-614150-00000-000-000000-0000 State\Support\Admin & Financial Systems and Tec-Construction\Repair Maint-Default Initiative-UO Default-Future-Default Interfund

Budget Date: 11/14/24

**Approval History**

11/18/24 10:27 AM

Oreoluwa Oyelaja reassigned to **Brian Starkloff**

11/18/24 10:27 AM

Assigned to **Gina Peach**

11/18/24 10:27 AM

Submitted by **Oreoluwa Oyelaja**

[REQ0005499.pdf](#)

[Edit Requisition](#)

Then select Edit Requisition.

In this example, we will change the price of the requisition, then approve it.

Click on the name of the item.



## Requisition REQ0005499 Approver edit

Actions Submit

**TEST-For Brian**  
Sold by Park Avenue Cleaning

\$2,000.00 Each

Quantity  
1

### Requisition summary


Subtotal	\$2,000.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$2,000.00</b>

---

Description  
TEST-For Brian

Requester  
Oreoluwa Oyelaja

Deliver to Location  
Towson University

Charge To  
1020-20830-614150-00000-000-000000-0000 

Funds Status  
Not reserved

Budget Date  
11/14/24



Change the Pricing, then click Update.

**Edit Noncatalog Request** Approver edit Cancel Update

Item Description  
TEST-For Brian

Item Type  
Goods billed by quantity

Category  
Construction Repair or Maintenance of Building In

**Pricing**

Quantity  
1

UOM  
Each

Price  
\$2,500.00

Currency  
USD

When finished, click Submit.

## Requisition REQ0005499 Approver edit

Actions Submit

✔ The requisition passed the funds check process. ✕

[View details](#)

**TEST-For Brian**  
Sold By Park Avenue Cleaning

\$2,500.00 Each

Quantity	<input type="text" value="1"/>	<span>✕</span> <span>✎</span>
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### Requisition summary ✎

Subtotal	\$2,000.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$2,000.00</b>

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Description  
TEST-For Brian

Requester  
Oreoluwa Ovelaia

## Appendix 4: View document history

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.

The screenshot shows the 'My Requisitions' interface. At the top, there is a search bar with the text 'req0005306' and a search icon. Below the search bar, there is a notification: 'Action Required Create change order 0'. The main content area displays '2 results' for the requisition 'REQ0005306', which is a 'Computer' entered by Brian Starkloff, with an approval date of 9/24/24. The requisition is marked as 'Approved'. Below the main requisition entry, there are two detailed rows: one for 'Computer' with an approval date of 9/24/24 and a quantity of '1 Each', and another for 'Fixed the description' with an approval date of 9/24/24 and a quantity of '2 Each'. Both detailed rows are also marked as 'Approved'. Each row has a three-dot menu icon to its right.

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

This screenshot is similar to the previous one but shows the three-dot menu for the requisition 'REQ0005306' open. The menu contains three options: 'View Details', 'View Document History', and 'View Life Cycle'. The 'View Document History' option is highlighted with a red box, indicating it is the focus of the document.

## < Document History

Requisition REQ0005306

Entered By Starkloff, Brian Business Unit Towson University Description Computer

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### ▼ 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

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