In most cases, departments with moderate to high-volume purchasing needs have a designated and trained individual responsible for entering requisitions for purchases into PeopleSoft Financials. If your department does not have a designated individual, the following instructions will guide you through the process of submitting a Requisition for Purchases $5,000 and above form online through DocuSign. Both the University Forms Repository and the main landing page of the Procurement Department provide a link to the Online Form.

After clicking the link for the Online Form, you'll be prompted to complete four (4) fields, and each field must be completed. A Towson University email address must be provided, and the employee name must match the email address. Please note, any email addresses spelled incorrectly will not prompt notification, and the Online Form will not move forward in the approval process. In addition to completing the fields, the Department Head must be an Authorized Signer for the Department Number requesting purchase. If any of these conditions are not met, the request will be rejected.

Once you have completed the required fields, please click the begin signing button located at the bottom of the page. After clicking the begin signing button, you may be prompted with an informational note about Finish Later (resuming the document at a later time), or to assent to the Terms & Conditions of using DocuSign. If requested, please click the checkbox, and then click the continue button.

The Online Form will then become available for completion, boxes highlighted in red are required, and boxes highlighted in grey are optional. Each field has an informational tool-tip to assist you with completing the form.

The fields shall be completed as follows:

**Date Requested:** Date requisition form is submitted

**Date Required:** Date services and/or goods are required

**Department Name:** University Department Name

**Contact Name & Phone:** University Contact Name & Phone No.

**Department No.:** Department No. (5 Digit No.). If you do not have Department No., please enter five (5) zeros.

**Fund Code:** Department Fund Code (4 Digit No.). If you do not have a Fund Code, please enter four (4) zeros.

**Fiscal Year (FY):** Fiscal Year (Formatted YYYY or YY)

**Expense Account:** University Expense Account (6 Digit No.), e.g. 609003

**Suggested Supplier Information:** Complete contact information for a recommended supplier.

Next, you’ll need to complete at least Line 1 for the quantity, unit, description, and unit cost. In addition, the shipping field at the bottom of the page shall be completed as well. The fields shall be completed as follows:

**Quantity:** Amount required

**Unit:** Each or Lot (e.g., 1 LOT of 10 computers for $10,000, or 10 computers at $1,000 EACH.)

**Description:** Description of good and/or service

**Unit Cost:** Price per LOT or EACH.

**Shipping:** Shipping price
Please note, the itemized lines will auto-calculate based on Quantity, Unit Selection each (EA) or LOT, and Unit Cost. If you have more than one line to complete, additional lines will populate after completing the Quantity field.

If attachments are required (e.g., quotes, proposals, software contracts, specifications, etc.), please use the optional add attachments button located in the bottom left corner of the form, and follow the prompts to upload a file. To upload multiple files, continue to click upload a file until complete, then hit the done button.

Once all required fields have been completed, and any attachments have been added, please click sign, and then click finish button in the upper right hand corner. The Online Form will begin traveling through the Approval Workflow (Department Head).

Throughout the Approval Workflow, Signers will receive an email notification. To sign, click the review documents button in the email notification. Signers may be prompted with an informational note about Finish Later (resuming the document at a later time), or to assent to the Terms & Conditions of using DocuSign. If requested, please click any checkboxes, click the continue button, follow the prompts to sign document, and click finish. Once all Signers have completed the document, a fully executed copy will be delivered to each Signer, and routed to the Procurement Office to be entered into the University Financial System, for processing by a Procurement Officer Representative.