## Purchasing – Preparing a Requisition for Requester

For employees preparing a purchase requisition for another requester.

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Prepare a purchase requisition for another requester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Access:</td>
<td>Log into the Stratus application. Select the <strong>Procurement</strong> task in the Navigator.</td>
</tr>
<tr>
<td>Helpful Hints:</td>
<td>Be sure to keep in mind that…</td>
</tr>
<tr>
<td></td>
<td>• Supporting documents and other necessary information can be attached.</td>
</tr>
<tr>
<td>Procedure:</td>
<td>Complete the following steps to prepare a purchase requisition for another requester:</td>
</tr>
</tbody>
</table>

1. **Select Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.

![Procurement Module Image](image)

2. **Click on the Purchase Requisitions Icon.**
3. On the Purchase Requisitions page, under **Request Forms**, select the type of form you would like to create. (Note: for this example, we will select “Requisition for Fixed Price Services”)

4. On the **Create Request** page, fill in the fields to complete your requisition.
5. In addition to filling in the fields, you'll also need to add supporting documents under **Attachments**. Use the **Category** field to route your attachments to the buyer.

6. When you are finished filling in the fields for your requisition, click the “Add to Cart” button in the upper right corner. You will notice the **shopping cart icon** to the right of the “Done button” should now have a “1” next to it.
7. Click on the shopping cart icon to review your requisition.

8. On the “Edit Requisition” page, scroll down to the line details and enter the Requester’s name in the box labeled Requester.
9. If needed, use the lookup to find the employee’s exact name. Highlight the employee’s name and click OK to insert them as the requester.
10. When you are finished reviewing your requisition, click the “Submit” button in the upper right corner.

**NOTE:** If you are not ready to Submit your requisition, you can click “Save and Close” and return to the requisition at another time to complete and submit.

**NOTE:** If there are no funds available for the requisition you submit, a box will indicate that and you will have the option to request an override.