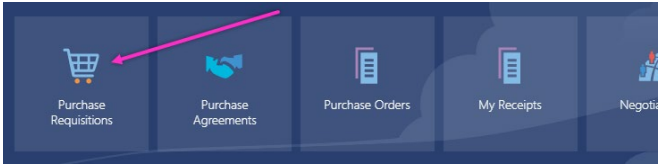


**Process Name: 1<sup>st</sup> \$25K Subaward Requisition**

STEP	DETAIL
1	Sign in to Oracle Cloud through <b>TCNJ Today</b> app bar Click <b>Company Single Sign-On Username:</b> TCNJ login <b>Password:</b> your password Click Home button in upper Right corner
2	Click the <b>Procurement</b> from the scroll menu
3	Click the <b>Purchase Requisition</b> infotile
4	Scroll down to the Request Forms section. Select <b>Order by Fixed Price</b>
5	Split your Subaward Requisition into 2 Lines Line 1: 1 <sup>st</sup> \$25K Line 2: Remaining amount



<p>6</p>	<p><b>Line 1</b> Fill in the following fields:</p> <ul style="list-style-type: none"> <li>* <b>Item Description</b> = Enter the line description INCLUDE "1<sup>st</sup> \$25K"</li> <li>* <b>Category Name</b> = Grant Subawards</li> <li>* <b>Amount</b> = \$25,000</li> <li>* <b>Supplier</b> = Click the magnifying glass to search for and select a supplier. Alternatively, you can begin typing the name of the supplier in the field.</li> <li>* <b>Supplier Site</b> = Select the appropriate supplier site.</li> <li>* <b>TCNJ Reference</b> = Grant Award</li> </ul>	
<p>7</p>	<p>Once all requisition line information is complete, click the <b>Add to Cart</b> button.</p>	
<p>8</p>	<p><b>Line 2</b> Fill in the following fields:</p> <ul style="list-style-type: none"> <li>* <b>Item Description</b> = Enter the line description</li> <li>* <b>Category Name</b> = Grant Subawards</li> <li>* <b>Amount</b> = *Remaining amount*</li> <li>* <b>Supplier</b> = Click the magnifying glass to search for and select a supplier. Alternatively, you can begin typing the name of the supplier in the field.</li> <li>* <b>Supplier Site</b> = Select the appropriate supplier site.</li> <li>* <b>TCNJ Reference</b> = Grant Award</li> </ul>	

<p>9</p>	<p>Once all requisition line information is complete, click the <b>Add to Cart</b> button.</p> <p>**There should now be 2 items in your Cart</p>																			
<p>10</p>	<p>Click the shopping Cart icon Click the <b>Review</b> button.</p>																			
<p>11</p>	<p><b>Line 1:</b> Make sure <b>Line 1 (1<sup>st</sup> \$25K)</b> is highlighted before proceeding</p>	<table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td>1</td> <td>Subaward - 1st \$25K</td> </tr> <tr> <td>2</td> <td>Subaward - description</td> </tr> </tbody> </table>	Line	Description	1	Subaward - 1st \$25K	2	Subaward - description												
Line	Description																			
1	Subaward - 1st \$25K																			
2	Subaward - description																			
<p>12</p>	<p>Enter Project Number &amp; click the tab button on keyboard to open POETAF values <b>Expenditure Type = Grant Subawards – First 25k</b></p>	<table border="1"> <thead> <tr> <th>Project Number</th> <th>Task Number</th> <th>Expenditure Item Date</th> <th>Expenditure Type</th> <th>Expenditure Organization</th> <th>Contract</th> <th>Funding source</th> <th>Charge Account Nickname</th> <th>Charge Account</th> </tr> </thead> <tbody> <tr> <td>F1949</td> <td>1</td> <td>04/18/2025</td> <td>Grant Sub</td> <td>Special Ed</td> <td>C10031</td> <td>United Sta</td> <td></td> <td>TCNJ-604620-100000-3601-325-0000-0000-0000</td> </tr> </tbody> </table>	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract	Funding source	Charge Account Nickname	Charge Account	F1949	1	04/18/2025	Grant Sub	Special Ed	C10031	United Sta		TCNJ-604620-100000-3601-325-0000-0000-0000
Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract	Funding source	Charge Account Nickname	Charge Account												
F1949	1	04/18/2025	Grant Sub	Special Ed	C10031	United Sta		TCNJ-604620-100000-3601-325-0000-0000-0000												

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**Line 2:**  
Make sure **Line 2** is highlighted before proceeding

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions ▾ View ▾ Format ▾ **Edit Multiple Lines** Freeze Detach Wrap

Line	Description
1	Subaward - 1st \$25K
2	Subaward - description
<b>Total</b>	

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Enter Project Number & click the tab button on keyboard to open POETAF values  
**Expenditure Type = Grant Subawards – Amount over First 25k**

Billing

View ▾ Format ▾ Freeze Detach Wrap

Project Costing Details

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract	Funding Source	Charge Account Nickname	Charge Account
F1949	1	04/18/2025	Grant Sub	Special Ed	C10031	United Sta		TCNJ-604620-100000-3601-325-0000-0000-0000-

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Add supporting documents in **Attachments**

Shop Check Funds Manage Approvals View PDF Save ▾ Submit

Requisition Amount 45,000.00 USD

Approval Amount Calculate Amount with Tax

Funds Status Not reserved

Attachments None

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Click the **Submit** button (can Check Funds before submitting).  
Click **OK**

Shop Check Funds Manage Approvals View PDF Save ▾ **Submit**

Requisition Amount 45,000.00 USD

Approval Amount Calculate Amount with Tax