

LSU

Procurement

Workday 2026R1 Updates

Stephen Walczak, Strategic Sourcing Manager

March 2026

Procurement will begin transitioning the current requisition experience from within the Purchases Worklet to the Requisition Worklet, as Workday plans to retire the current Requisition experience in **March 2027**.

The Requisitions Worklet enhances the employee experience by:

- Ability to submit requisitions using all supported ordering methods while also providing transparency into the procure-to-pay process.
 - *Can see Requisition status, see issued PO number, and most recent Receipt & Supplier Invoice.*

- Giving users the ability to default Requisition information (i.e. company, requisition type, ship-to address, driving worktags (program, project, grant, etc.)).
 - *These are selected and saved until adjusted by the end user (changing the RQ Type will reset all fields).*



Purchases

Actions

- Connect to Supplier Website
- Request Non-Catalog Items
- Create Requisition
- Create Receipt
- Select from My Procurement Favorites

External Links

- Procurement Policies & Procedures
- Workday Procurement FAQs
- Workday Spend Attachment Categories
- Workday UNSPSC Commodity Codes

View

- Commodity Code Lookup
- Requisitions
- Receipts
- Business Assets

Cart

0 Items

Cart

Requisitions

Instructions

Requisition Instructions

In general, a requisition is required for all purchases of supplies, materials, equipment, and services purchased from off-campus suppliers when the total cost exceeds \$5,000. Requisitions should be submitted, complete with all required attachments, prior to the purchase for review/approval and issuance of a purchase order. Requisitions submitted in Workday must adhere to all federal, state and university policies & procedures.

Notes:

- The supplier must be setup and in active status in Workday prior to creating a requisition. For information about supplier enrollment, [click here](#).
- The requisition sourcing buyer is the staff member in the LSU Procurement/Purchasing Office for your company/campus. To view the list of buyer assignments, [click here](#).
- Step-by-step instructions are available in the Procurement section on the [Workday Finance Training](#) webpage.
- To find an appropriate UNSPSC commodity code, [click here](#) to access the Commodity Code Lookup tool to search by keyword or numeric values.

Requisition Details

Requesting for
Leah Wintz (00058053)

Company
Louisiana State University and Agricultural and Mechanical College

Currency
USD (\$)

Ship-To
Office of Accounting Services...

Worktags
Cost Center: CC00546 LSUAM | Athletics | Business Office

[Start Requisition](#) [Edit Details](#)

Ordering Methods

- [Request Non-Catalog Items](#)
Use this link to create a requisition to purchase goods or services...
- [Connect to Supplier Website](#)
Request goods and services from Supplier Websites
- [Select from My Procurement Favorites](#)
Select from my Favorite items

Available until March 2027

Available currently & beyond March 2027

← Requisitions ? 🛒

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[Start Requisition](#) [Edit Details](#)

Requisitions (Past 6 Months) Edit Filters

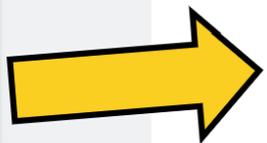
[Open \(62\)](#) [Completed \(49\)](#)

RQ-0000336070 ***	Draft !	Created on 03/04/2026	
Total Amount: \$7,500.00			
1 item			
RQ-0000336069 ***	Approved	Created on 03/04/2026	Ordered ✓ Receiving Invoicing
Total Amount: \$6,000.00			
1 item			
RQ-0000336059 ***	Approved	Created on 03/04/2026	Awaiting Order 🕒 Receiving Invoicing
Total Amount: \$320,000.00			
1 item			
RO-0000336027 ***	Draft !		

Ordering Methods

[Request Non-Catalog Items](#)
Use this link to create a requisition to purchase goods or services....

[Connect to Supplier Website](#)
Request goods and services from Supplier Websites



Edit Requisition Details

Requesting for *

Company *

Currency *

Requisition Type

Ship-To *

Program

Project

Gift

Grant

Cost Center

Fund

Function

Additional Worktags

[Save Changes](#) [Cancel](#) [Reset to Default](#)

← Requisitions
⊞

Instructions

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Louisiana State University and Agricultural an...

Currency
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Ship-To
Office of Accounting Services...

Worktags

Start Requisition
Edit Details

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Requisitions (Past 6 Months)

Edit Filters

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RQ-0000336027 ... Total Amount: ... 1 item	Draft !	Awaiting Order

Edit Filters

✕

Company

Requisition

Status

Requisition Type

Requesting Inventory Site

Document Date On or After

Document Date On or Before

Supplier

Spend Category

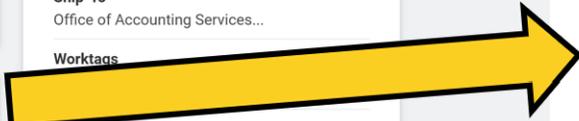
Item

Purchase Order

Exclude Canceled

Exclude Closed

OK
Cancel



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RQ-0000333971 ***
Total Amount: \$1,200.00
2 items ▾
Approved
Created on 01/15/2026

RQ-0000335982 ***
Total Amount: \$5,000.00
2 items ▾
[Awaiting Action - Show Details](#)
Created on 02/06/2026

Ordered Receiving Invoicing

Awaiting Order Receiving Invoicing

Ordered Receiving Invoicing

Ordering Receiving Invoicing

Ordered

[PO-0000328373](#)

Status: Issued

Contact: [Nicole Covarrubias \(00058924\)](#)

Supplier: Mele Printing

Requisitions (Past 6 Months)

[Open \(62\)](#)

[Completed \(49\)](#)

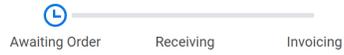
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[PO-0000328373](#)

Status: Issued
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 Supplier: Mele Printing

Receiving

[RC-0000372792 for PO-0000326645](#)

Status: Approved
 Contact: [Crystal Cryer Bowman \(00060356\)](#)
 Supplier: Tabitha Miller - Animated Art

Invoicing

[Supplier Invoice: SI-0000901457](#)

Status: Approved
 Payment Status: Paid
 Contact: [Austin Ledet \(00076966\)](#)
 Supplier: Tabitha Miller - Animated Art

Item	Status	Requested	Ordered	Received	Invoiced
WBK - Face Painter 12/21/2025 Amount: \$400.00	Requested Ordered	\$400.00	\$400.00		
GYMNASTICS - Face Painter & Balloon artist 1/2/2026 Amount: \$800.00	Requested Ordered Received	\$800.00	\$800.00	\$800.00	\$800.00



Requisitions (Past 6 Months)

[Open \(62\)](#) [Completed \(49\)](#)

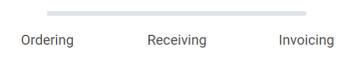
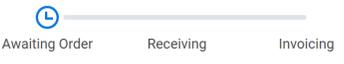
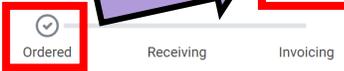
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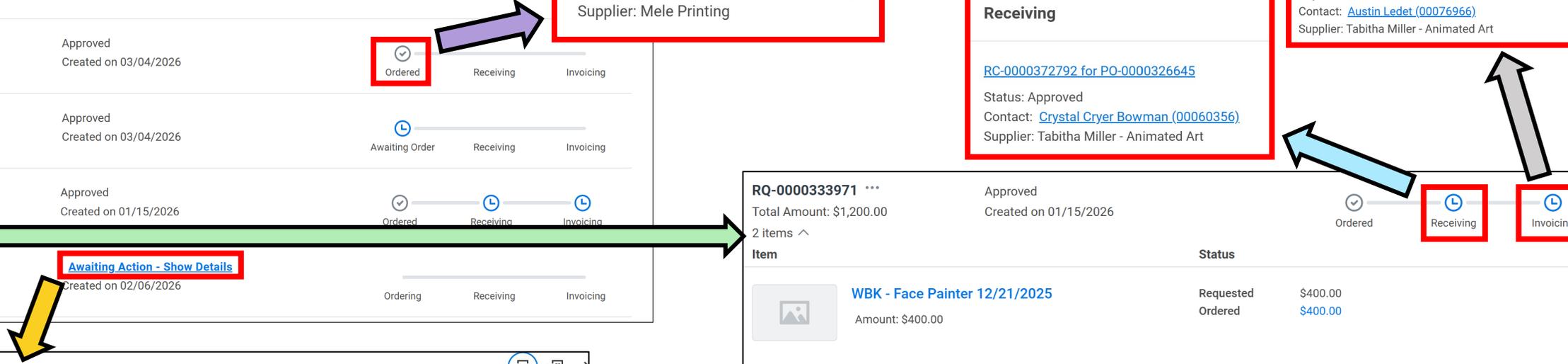
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Requisition Process History

4 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Requisition Event	Requisition Event	Step Completed	02/06/2026 03:26:52 PM	02/08/2026	Leah Wintz (00058053)	1	
Requisition Event	Complete PUR-CR Contractor Information Form	Step Completed	02/06/2026 03:33:39 PM		Leah Wintz (00058053) (Initiator)	1	
Requisition Event	Approval by Manager	Not Required		02/08/2026		0	
Requisition Event	Approval by Cost Center Manager (All)	Awaiting Action		02/08/2026	Jake Edward Steinhardt (00070066) (Cost Center Manager)	1	





Updates to Requisition Types & Purchase Order Types

The most impactful update for end users to be aware of is "Contract for Professional, Specialty, Consulting Services" being broken apart into separate RQ Types. Additionally, we are adding "Advertising" and "Subaward" RQ Types.

Workday Requisition Types	
"Current" Name	"New" Name
Construction/Renovation Projects (CRP)	<i>N/A – No Change</i>
Contract Professional/Specialty/Consulting Services (PSC)	<i>Inactive – No Longer for Use</i>
Cooperative Endeavor Agreements (CEA)	Agreement - Cooperative Endeavor (CEA)
Create Contract/Agreement (CCA)	Contract - Create Contract/Agreement (CCA)
Emergency Purchase (EP)	Purchase Services/Goods - Emergency Purchase (EP)
Interagency Agreements/Contracts (IAC)	Agreement - Interagency (IAC)
Lease Equipment Purchase (LEP)	Lease - Lease Equipment Purchase (LEP)
Lease of Space (LSP)	Lease - Lease of Space (LSP)
Next FY Purchase/Contract (NFY)	<i>N/A – No Change</i>
Purchase Services/Goods - Non-Catalog (PSG-NC)	<i>N/A – No Change</i>
Purchase Services/Goods - Punchout Catalog (PSG-B2B)	<i>N/A – No Change</i>
Revenue Generating Agreements (RGA)	Agreement - Revenue Generating (RGA)
Revenue Sharing Agreements (RSA)	<i>Inactive – No Longer for Use</i>
Sales and Service (SRS)	Contract - Sales and Service (SRS)
Sole Source Purchase (SSP)	Purchase Services/Goods - Sole Source Purchase (PSG-SSP)
State Contract Purchase (SCP)	Purchase Services/Goods - State Contract (PSG-SCP)
Used Equipment Purchase (UEP)	Purchase Services/Goods - Used Equipment (PSG-UEP)
NEW	Agreement - Revenue Generating with Expenses (RGA-E)
NEW	Agreement - Subawards (PSC-SUB)
NEW	Contract - Consulting Services (PSC-C)
NEW	Contract - Professional Services (PSC-P)
NEW	Contract - Specialty Services (PSC-S)
NEW	Purchase Services/Goods - Advertising (AD)

Workday Purchase Order Types	
"Current" Name	"New" Name
Annual Agreement	Agreement - Annual
Construction Contract	Contract - Construction
Consulting Services Contract	Contract - Consulting Services
Cooperative Endeavor Agreements	Agreement - Cooperative Endeavor
Multiyear Agreement	Agreement - Multiyear
One-Time Purchase - Emergency	<i>N/A – No Change</i>
One-Time Purchase - Non-Catalog	<i>N/A – No Change</i>
One-Time Purchase - Punchout (B2B) Catalog	<i>N/A – No Change</i>
Professional Services Contract	Contract - Professional Services
Revenue Sharing Agreements	<i>Inactive – No Longer for Use</i>
Specialty Services Contract	Contract - Specialty Services
Subaward Agreement	Agreement - Subaward
Term Contract	Contract - Term
NEW	Agreement - Revenue Generating with Expenses

For more information on required attachment categories per Requisition Type, visit:
https://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/attachment_categories.php

In effort to streamline operations and provide better reporting for various LSU departments & leadership, Procurement has created a RQ Type for advertising.

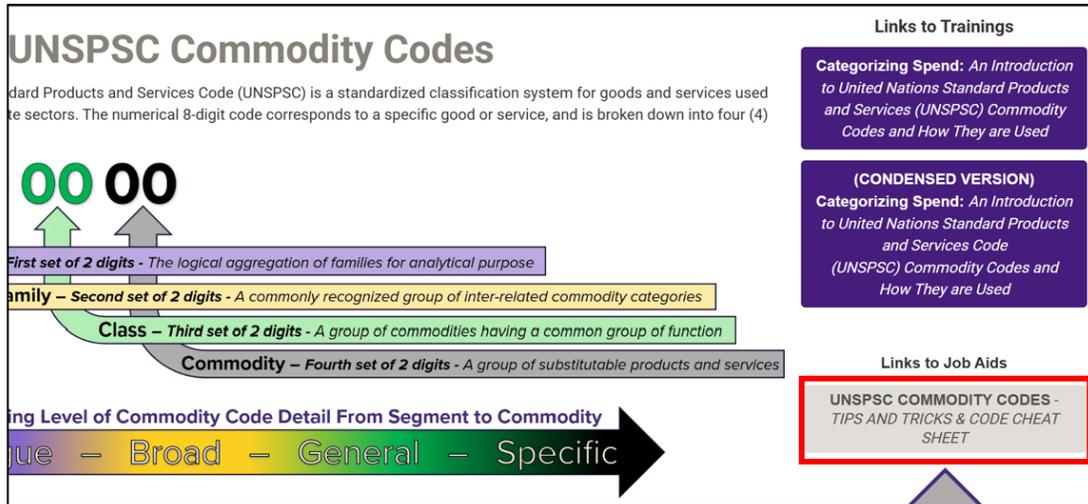
Non-Catalog Requisition

- Must use Goods lines
- Must use spend category: Advertising (SC0002)
- Must use a commodity code within the Advertising family of UNSPSC codes
- Must provide an attachment using the attachment category: Contracts/Agreements **OR** Supplier Bid/Quote/Proposal

Advertising Questionnaire (Requisition & Change Order)

- What is the purpose of this advertisement?
 - *As defined of the LSU Procurement → Advertising website*
(<https://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/advertising.php>)
- What is the need and specific project, event, promotion, or employment opportunity this advertisement is for?
- Supplier Contact Name
- Supplier Contact Email Address
- Supplier Contract Phone Number

For commonly used commodity codes (Advertising or other commodities), see Procurement’s job aid:
https://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/unspsc_commodity_codes.php



PROCUREMENT

UNSPSC Commodity Code: Cheat Sheet

The following tables can be used as a UNSPSC “cheat sheet” or “shortcut” to finding commonly used UNSPSC commodity codes based on common terminology, common transactions/use cases, and suppliers previously used across LSU or within the related industry.

Advertising-related Commodity Codes			
Common Terminology / Sample Transactions	UNSPSC Code	UNSPSC Description	Example(s) of Suppliers previously used/or within Industry
Advertising or Marketing	82101501	Billboard Advertising	Lamar Texas Limited Partnership - Lamar Companies
	82101503	Magazine Advertising	Bossier Press Tribune Guaranty Broadcasting of Baton Rouge LLC Louisiana Business Inc - Business Report Melara Enterprises LLC - 225 Magazine Renaissance Publishing LLC
	82101504	Newspaper Advertising	Bossier Press Tribune Capital City Press LLC - The Advocate Gannett River States Publishing Co Inc - Gannett Newspapers of Louisiana The Shreveport Sun Publishing Inc
	82101601	Radio Advertising	Connoisseur Media Holdco Inc Cumulus Broadcasting LLC - KRDM FM Public Radio Inc - WRKF Townsquare Media Shreveport LLC
	82101602	Television Advertising	Cox Communications Gray Television Group Inc - KALB/NALB Gray Media Group Inc - KSLA LLC Townsquare Media Shreveport LLC
	82101603	Internet Advertising	318 Latino LLC Bossier Press Tribune Google Inc Gray Media Group Inc - KSLA LLC Internet Employment Linkage Inc - HigherEdJobs.com One Sixty Over Ninety LLC Brew Agency LLC
	82101801	Advertising Campaign Services	Encompass Sports Management LLC Playfly Holdings LLC - Playfly Sports Properties LLC - Baton Rouge, LA
	82101906	Digital Media Purchase and Planning Services	Circa Interactive Inc Digital Media Concepts LLC - The Think Network

Athletic & Fitness-related Commodity Codes			
Common Terminology / Sample Transactions	UNSPSC Code	UNSPSC Description	Example(s) of Suppliers previously Used/or within Industry
	12131601	Fireworks	AFX Pro by FX Works LLC
	12131604	Flares	
	12131605	Pyrotechnic Materials for Theater or Television	
Stadium lights	39111618	Sports Lighting System	
	49161501	Football Blocking Steds	



Workday 2026R1 Updates: *Ask The Presenter*

Questions??

