CANCELING A REQUISITION

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 6

Bowie State University
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CANCELING A REQUISITION

Overview

In the event that the originator no longer wants to order an item, or an alternate payment method for the item has been arranged, you must cancel a requisition.

- **Requesters** can cancel a requisition before the requisition is Approved or Budget Checked.
- **Approvers** can cancel a requisition before or after the requisition is Approved or Budget Checked, but before the requisition is sourced to a purchase order.
- **Buyers** can cancel a requisition before receipt of the item.

In this chapter we will deal with all the steps Requesters and Approvers will use to cancel a requisition.

Objectives

By the end of this chapter, you will be able to:

- Successfully cancel a requisition before it is Approved or Budget Checked.
- Successfully cancel a requisition after it is Approved or Budget Checked and before it is sourced to a purchase order.
- Successfully view a requisition that is canceled.
Canceling a Requisition

Yesterday your manager requested a food service order for an upcoming meeting. You entered the requisition and saved it.

Today your manager decided to cancel the meeting and the food service order. You must cancel this requisition.

Navigate to the Manage Requisitions page.

If you entered the requisition within the last seven days, it will appear in the list. If not, you will need to enter criteria and click Search.

When you find the requisition, click the drop-down list at the end of the line. Select Cancel Requisition.
Navigation

- eProcurement
- Manage Requisitions
- Locate requisition
- Select Cancel Requisition.

Click the Go button next to the selected action.

The system displays the following page.

Review the information shown and if this is the correct requisition, click Cancel Requisition.
The system will display the Manage Requisitions page. The requisition line will now have a status of Cancelled.