

## Procurement: Delete a Requisition

*For employees needing to delete a requisition.*

**Purpose:** To delete a requisition.

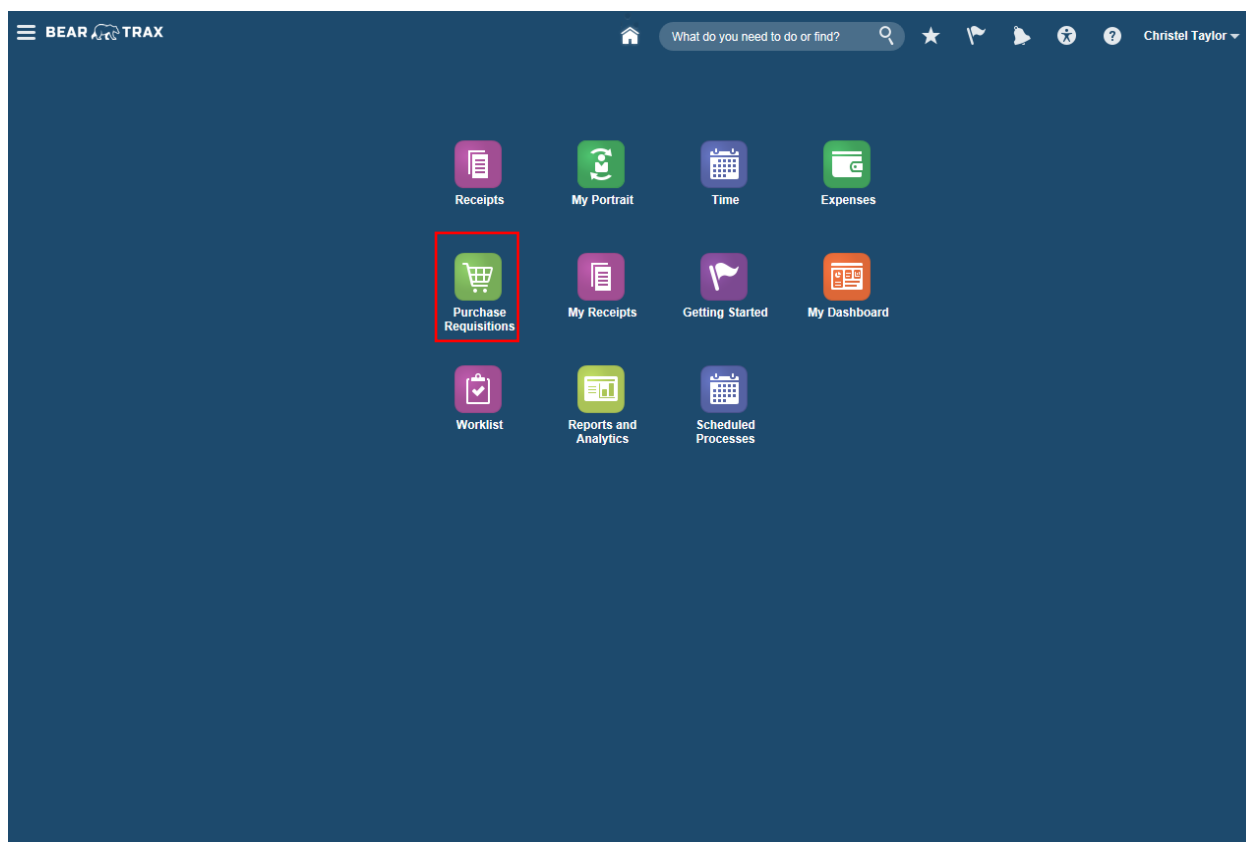
**How to Access:** Log into the [Bear Trax](#) application. Select the **Procurement** task in the Navigator.

**Helpful Hints:** Be sure to keep in mind that...

- Only requisitions with an incomplete status may be deleted. These are requisitions which have yet to be submitted
- Only use this if you need to permanently delete an incomplete requisition
- If you need to make changes and resubmit, refer to the Withdraw a Requisition job aid

**Procedure:** Complete the following steps to delete a requisition:

1. Click on the **Purchase Requisitions** icon.



2. Highlight the requisition to be deleted.

**Note:** The only requisitions available to delete are those that have been created and saved, but not submitted. These are requisitions which have an **Incomplete** status. Review the *Withdraw a Requisition* job aid to remove items already in the approval process.



**Shop**

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My Requisitions

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ100328	Goods	4/14/17	100.00 USD	Incomplete	Not reserved	
REQ100326	2nd Skin Hydrogel Bandage 1x1" Blue 200/yr	4/14/17	191.94 USD	Pending approval	Not reserved	
REQ100323	Goods	4/13/17	850.00 USD	Pending approval	Not reserved	

**Requisition**

You do not have an active requisition.

**Quick Links**

- Requisition Line Entry
- Noncatalog Request

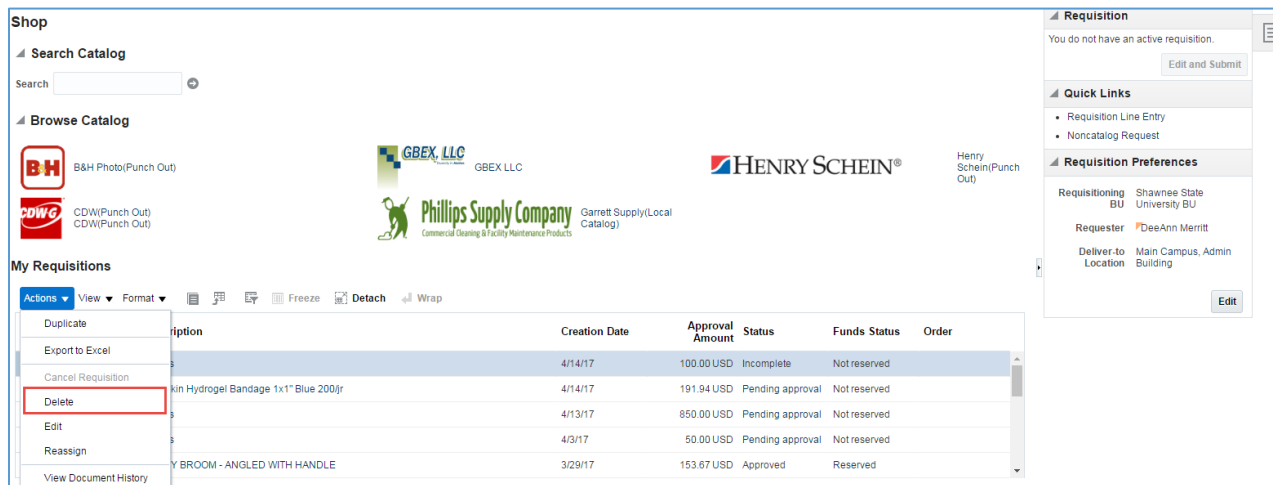
**Requisition Preferences**

Requisitioning BU: Shawnee State University BU

Requester: DeeAnn Merritt

Deliver-to Location: Main Campus, Admin Building

3. Click on the **Actions** drop-down menu and select **Delete**.



**Shop**

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Actions

- Duplicate
- Export to Excel
- Cancel Requisition
- Delete
- Edit
- Reassign
- View Document History

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ100328	Goods	4/14/17	100.00 USD	Incomplete	Not reserved	
REQ100326	2nd Skin Hydrogel Bandage 1x1" Blue 200/yr	4/14/17	191.94 USD	Pending approval	Not reserved	
REQ100323	Goods	4/13/17	850.00 USD	Pending approval	Not reserved	
	Y BROOM - ANGLED WITH HANDLE	3/29/17	153.67 USD	Approved	Reserved	

**Requisition**

You do not have an active requisition.

**Quick Links**

- Requisition Line Entry
- Noncatalog Request

**Requisition Preferences**

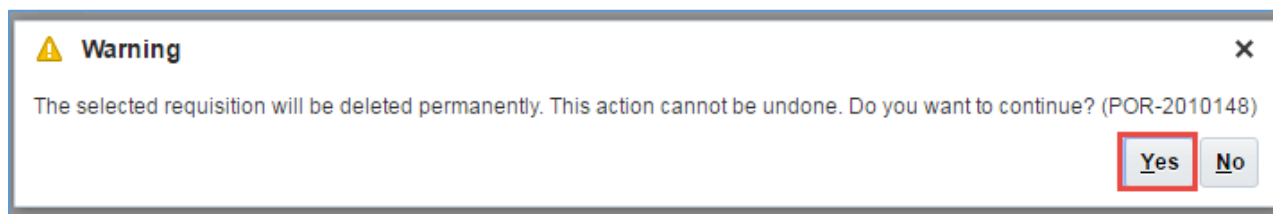
Requisitioning BU: Shawnee State University BU

Requester: DeeAnn Merritt

Deliver-to Location: Main Campus, Admin Building

4. A warning will appear stating that this action will permanently delete the item and cannot be undone. Click **Yes**.

The item will be removed from the list of requisitions.



### Final Notes

By following these steps, you have successfully deleted a requisition.