Shawnee State
UNIVERSITY

Procurement: Cancel a Requisition
For employees needing to cancel a requisition which has already been withdrawn

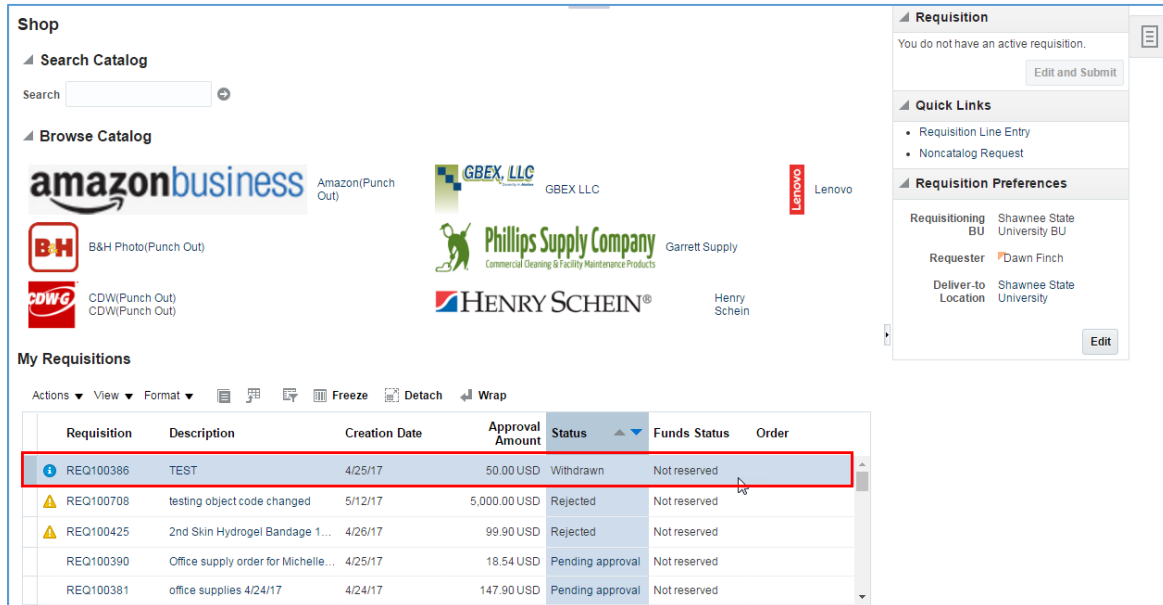|	
Purpose:	Cancel a requisition.
How to Access:	Log into the Bear Trax application. Select the **Procurement** task in the Navigator.
Helpful Hints:	Be sure to keep in mind that…
	• This will cancel any requisition type completely
	• This must be done prior to approval
	• Requisition must be withdrawn prior to being cancelled. Refer to the Withdraw Requisitions job aid
Procedure:	Complete the following steps to cancel a requisition:

1. Click on the **Purchase Requisitions** icon.
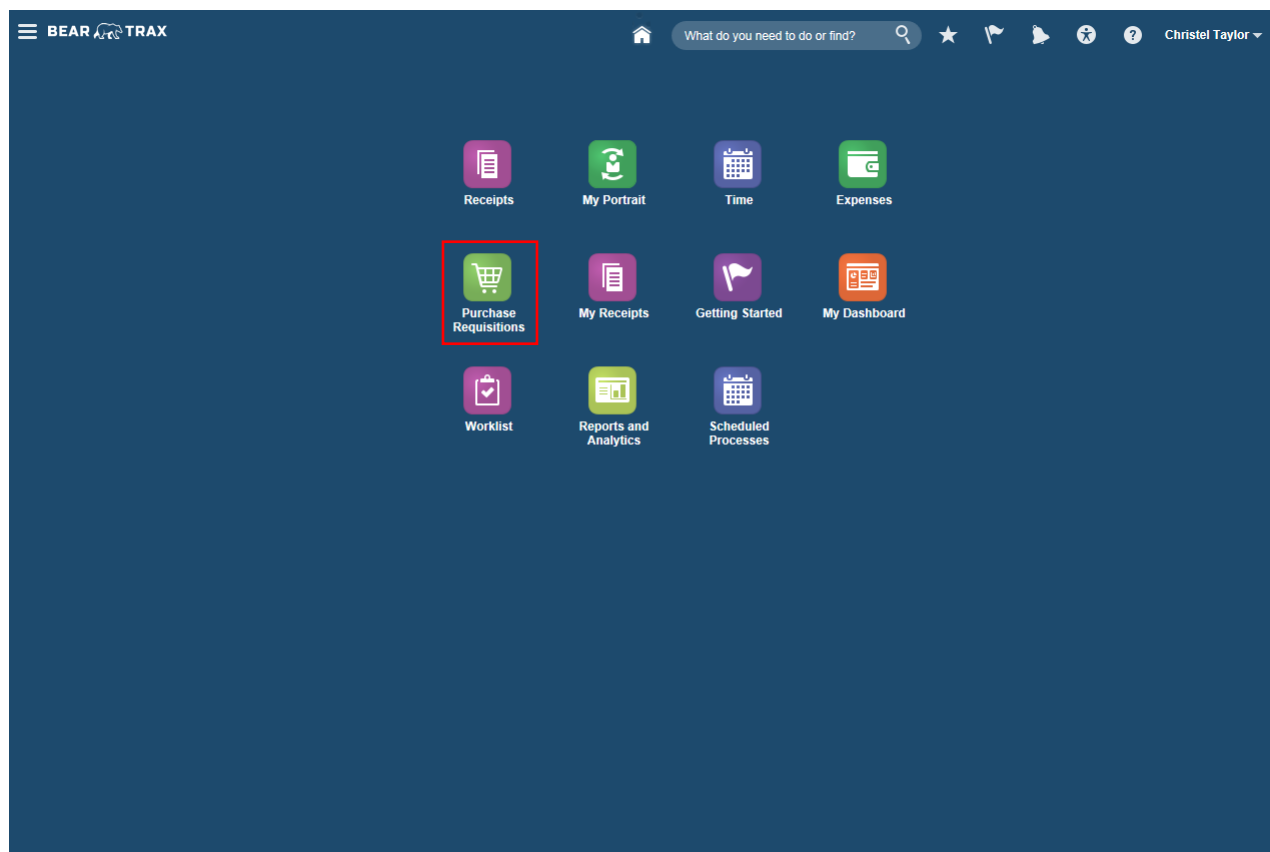
2. Select a requisition from **My Requisition** list to highlight the requisition needing to be cancelled.

3. Click on the **Actions** drop down menu and select **Cancel Requisition.**

4. Type in the reason for cancelling then click **OK**.

5. A confirmation message will appear, click **OK.**

The requisition line will appear under **My Requisitions** as the status of **Canceled**.

Final Notes

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