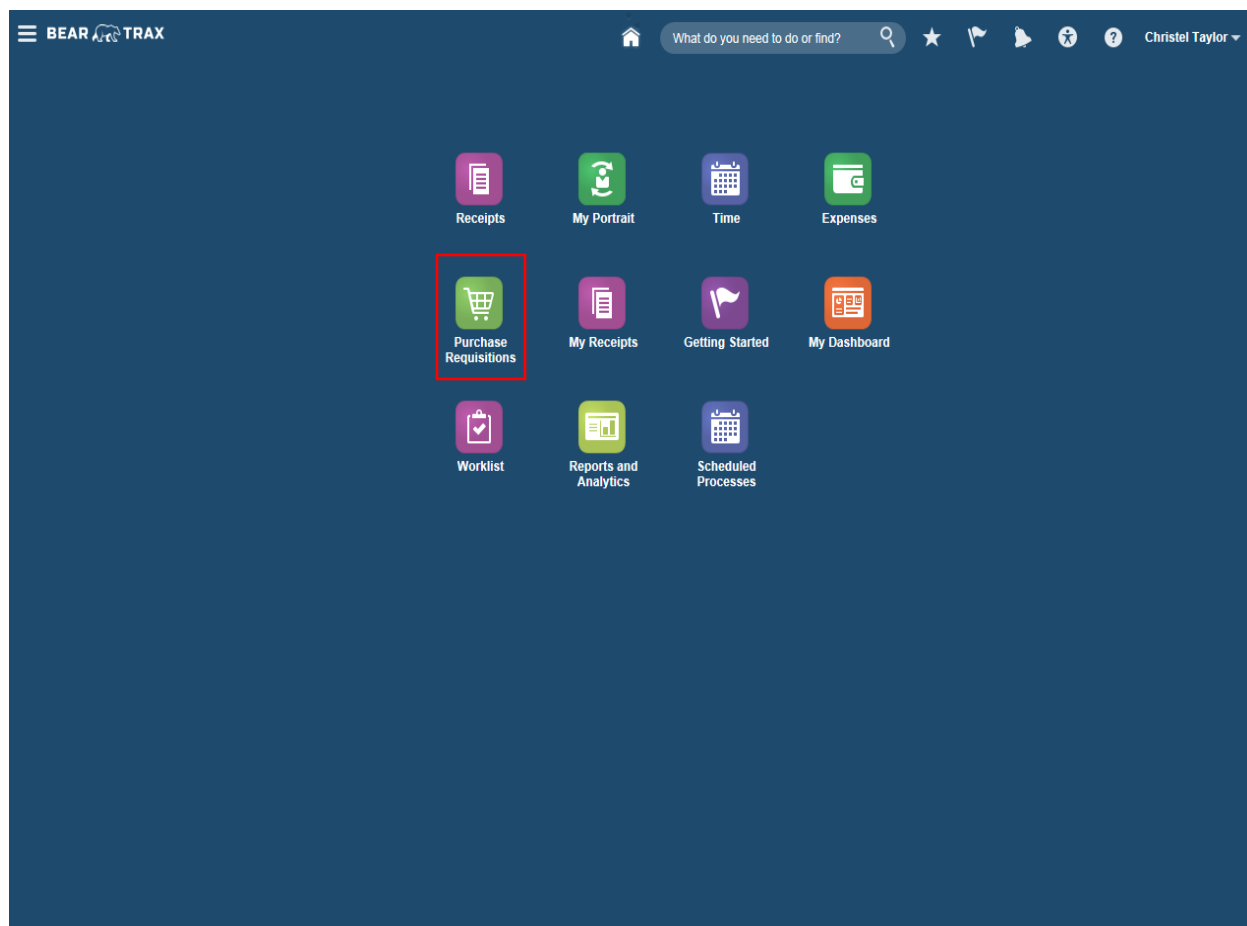


## Procurement: Reassign Purchase Requisition

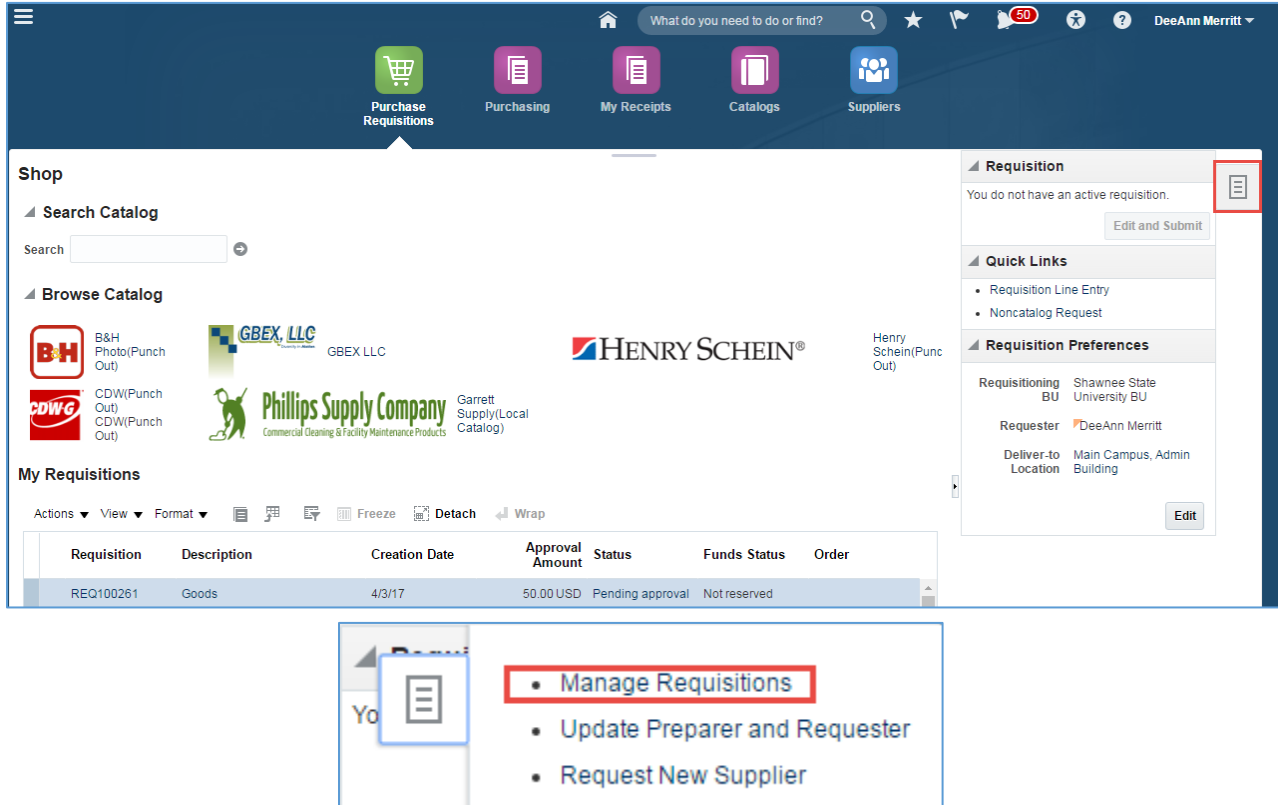
*For employees needing to reassign a Purchase Requisition*

<b>Purpose:</b>	To reassign a purchase requisition.
<b>How to Access:</b>	Log into the <a href="#">Bear Trax</a> application. Select the <b>Procurement</b> task in the Navigator.
<b>Helpful Hints:</b>	<p>Be sure to keep in mind that...</p> <ul style="list-style-type: none"><li>• Initiators of the requisition can reassign it, as can those with authority to approve the requisition</li><li>• The employee that you reassign the requisition to must have the permissions to view, review, edit, and/or approve or reject the requisition</li></ul>
<b>Procedure:</b>	Complete the following steps to reassign a requisition:

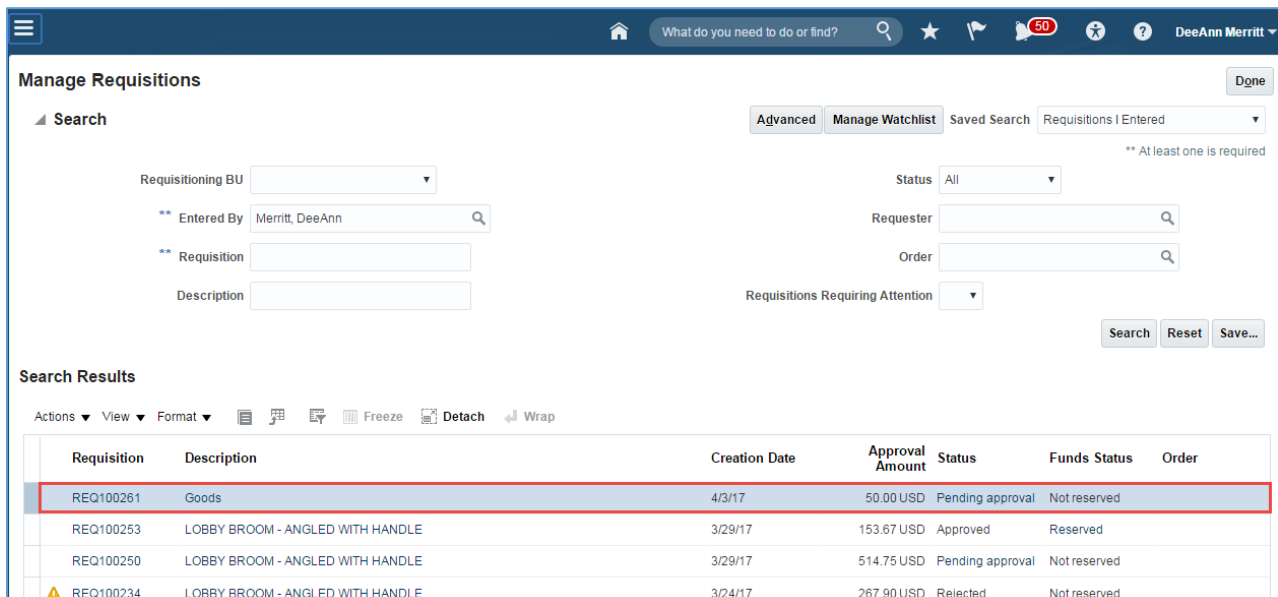
1. Click on the **Purchase Requisitions** icon.



2. Click the **Tasks** icon and select **Manage Requisitions** in the upper right hand corner.

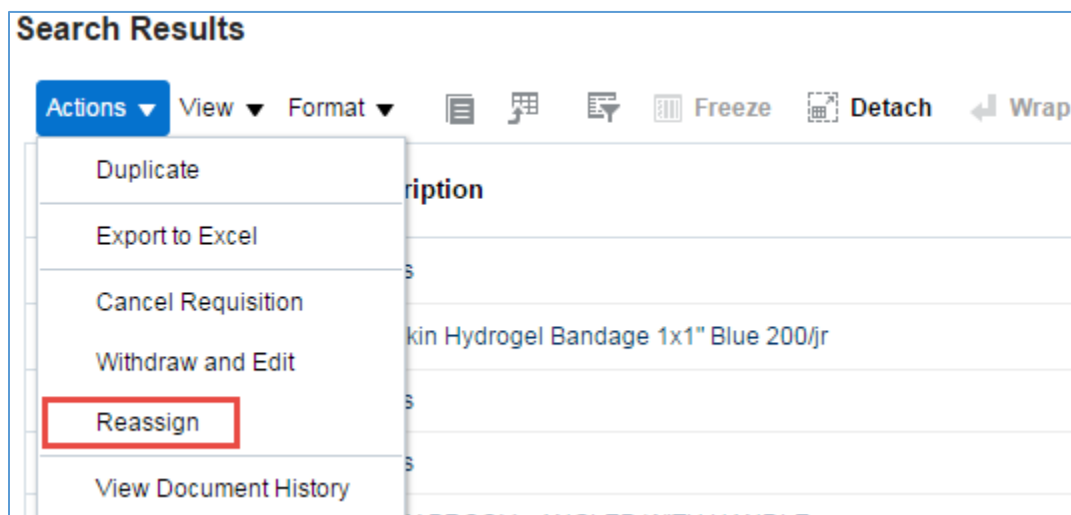


3. Use the **Search** fields to find a specific requisition and select from **Search Results** OR under **My Requisitions**, highlight the requisition line in the list that needs to be reassigned.

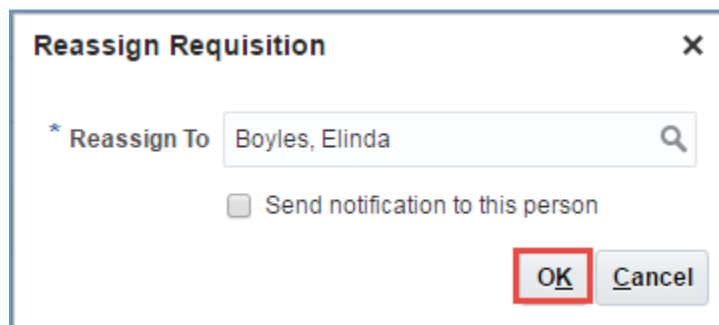


Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ100261	Goods	4/3/17	50.00 USD	Pending approval	Not reserved	
REQ100253	LOBBY BROOM - ANGLED WITH HANDLE	3/29/17	153.67 USD	Approved	Reserved	
REQ100250	LOBBY BROOM - ANGLED WITH HANDLE	3/29/17	514.75 USD	Pending approval	Not reserved	
REQ100234	LOBBY BROOM - ANGLED WITH HANDLE	3/24/17	267.90 USD	Rejected	Not reserved	

4. Click on the **Actions** drop down menu and select **Reassign**.

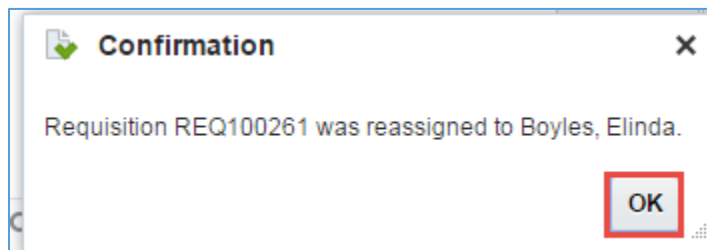


5. Type in the last name of the person you want to reassign the requisition to.



**Note:** It is recommended to check the box and send a notification to the person you are reassigning the requisition to so that the reassignment will be brought to their attention.

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



### Final Notes

By following these steps, you have successfully reassigned a requisition to another approved employee.