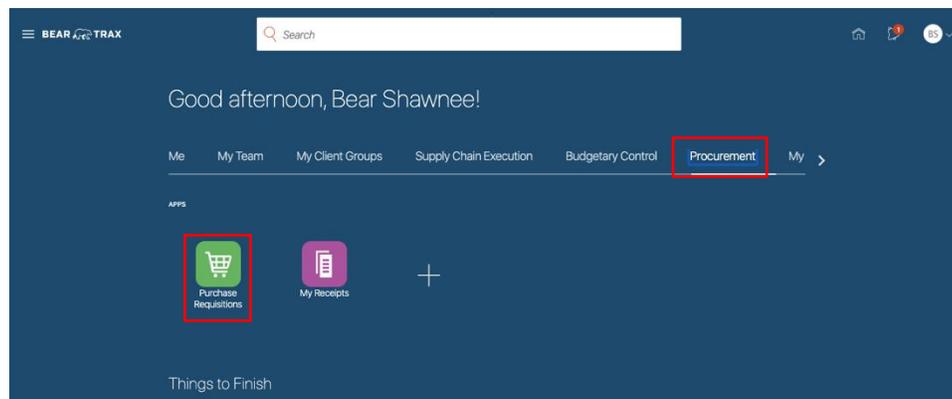


## Procurement: Cancel a Requisition

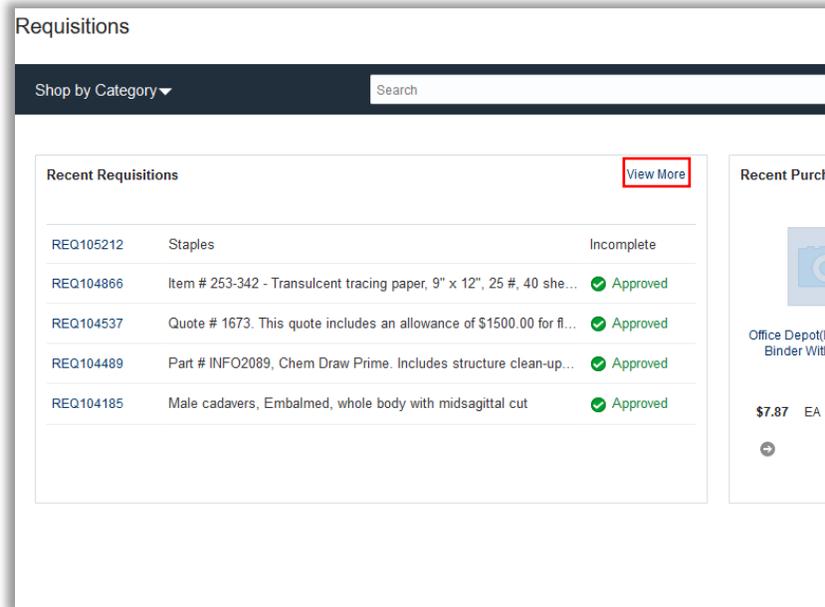
*For employees needing to cancel a requisition which has already been withdrawn*

<b>Purpose:</b>	Cancel a 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>	Be sure to keep in mind that... <ul style="list-style-type: none"><li>• This will cancel any requisition type completely</li><li>• This must be done prior to approval</li><li>• Requisition must be withdrawn prior to being cancelled. Refer to the Withdraw Requisitions job aid</li></ul>
<b>Procedure:</b>	Complete the following steps to cancel a requisition:

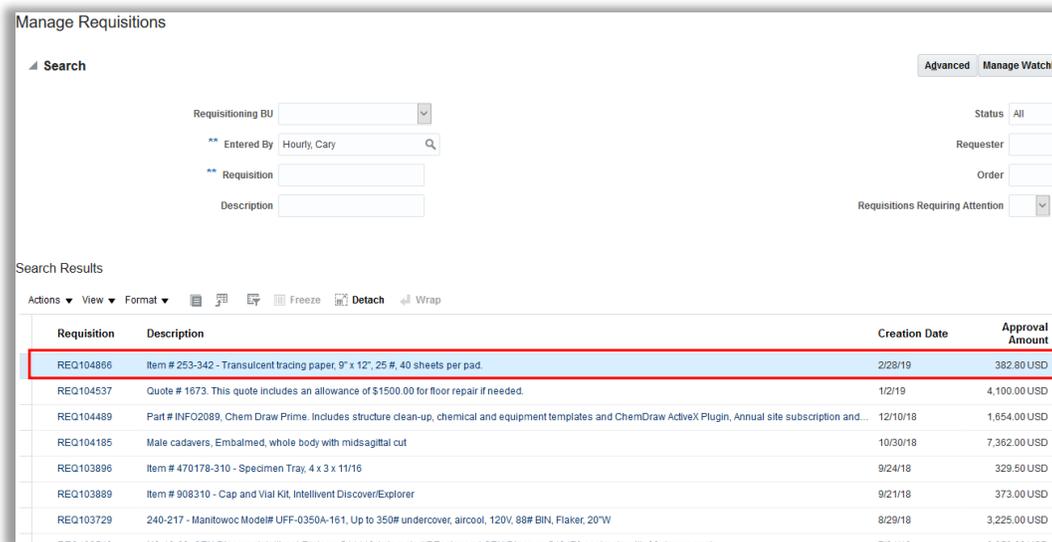
1. Navigate to *Purchase Requisitions* by clicking on the heading, *Procurement* and then selecting the **Purchase Requisitions** icon.



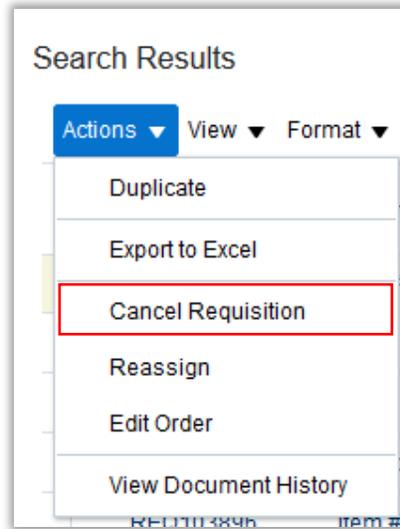
2. Click **View More** to view all of **My Requisitions**.



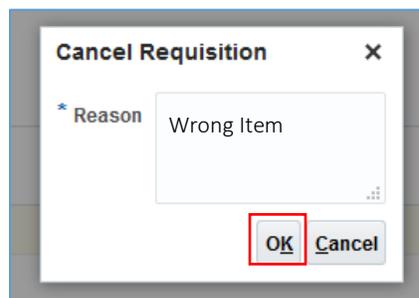
3. Select a requisition from **My Requisition** list to highlight the requisition needing to be cancelled.



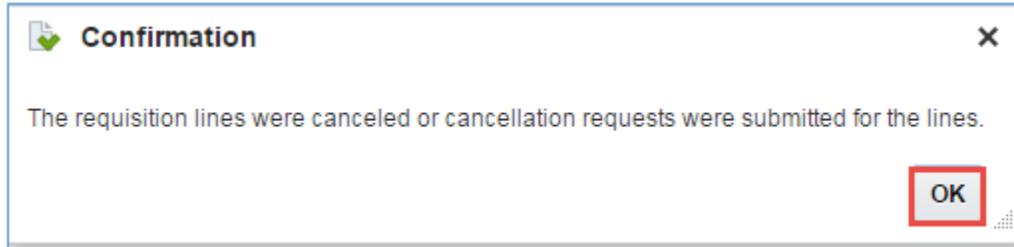
4. Click on the **Actions** drop down menu and select **Cancel Requisition**.



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



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



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

Manage Requisitions

Search

Requisitioning BU: [Dropdown]  
 Entered By: Hourly, Cary  
 Requisition: [Input]  
 Description: [Input]

Status: All  
 Requirer: [Input]  
 Order: [Input]  
 Requisitions Requiring Attention: [Dropdown]

Search Results

Requisition	Description	Creation Date	Approval Amount	Status
REQ105212	Staples	5/14/19	1.00 USD	Incomplete
REQ105208	Balloons	5/14/19	0	Canceled
REQ104866	Item # 253-342 - Translucent tracing paper, 9" x 12", 25 #, 40 sheets per pad.	2/28/19	382.80 USD	Approved

## Final Notes

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