Delete Requisitions

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. Click View More to view all of My Requisitions.
3. 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.

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