Procurement: Reassign Purchase Requisition
For employees needing to reassign a Purchase Requisition

Purpose: To reassign a purchase 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...
- Initiators of the requisition can reassign it, as can those with authority to approve the requisition
- The employee that you reassign the requisition to must have the permissions to view, review, edit, and/or approve or reject the requisition

Procedure: 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.

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.