REQUISITION CANCELLATION PROCEDURES

When the decision is made to cancel a requisition there are two steps that need to be done.

1. Is the requisition in someone's worklist?

   If your requisition is over $1,500 - Always go to Monitor Requisition Worklist under the BGSU Menu in the FMS menu. Pull your requisition up to verify where it is at. Call that individual and ask them to DENY the requisition for you. Their denial will send it back to your worklist and cancel the requisition for you. You will then need to open your worklist and mark that Worked. You are done. (If you cancel and it is in someone's worklist it will not leave their worklist)

   If the requisition is under $1,500 – always check the document status to verify that a PO has not yet been created. If it hasn't, follow the directions below on how to cancel a requisition. If it has been selected by the purchasing buyer, you will need to call purchasing. They will have to cancel the PO first.

2. Always cancel the requisition from the bottom up!

   You must cancel each line of your requisition BEFORE you cancel the Header. Go back to your requisition by finding the existing value and opening it back up. Go down to the Line Details and click on the Status Tab to see the individual status of that line. There will be a RED X next to the status. Click on this.

Details | Ship To/Due Date | Status | Vendor Information | Item Information | Attributes | Contract

Line		Item	Description	Status			
1			delivered rock salt	Pending			

You will get a message asking if you wish to proceed, if you do, choose Yes. Continue up until all lines are canceled. The last thing will be to click on the RED X in the header next to the Status in the upper right hand corner. This will cancel the entire requisition and release the pre-encumbrance of your budget.

You can verify the cancellation by going to requisition inquiry and searching for the requisition number. It should read canceled right on the line as the following example indicates.

Req Inquiry — Customize | Find | View All | First 1 of 1 Last

Details | Status

Unit	Requisition	Status	Requester	Req Date	Total Amt	
BGSUN	0000000110	Canceled	Linda Jean Kidd	02/04/2007	300.000	USD