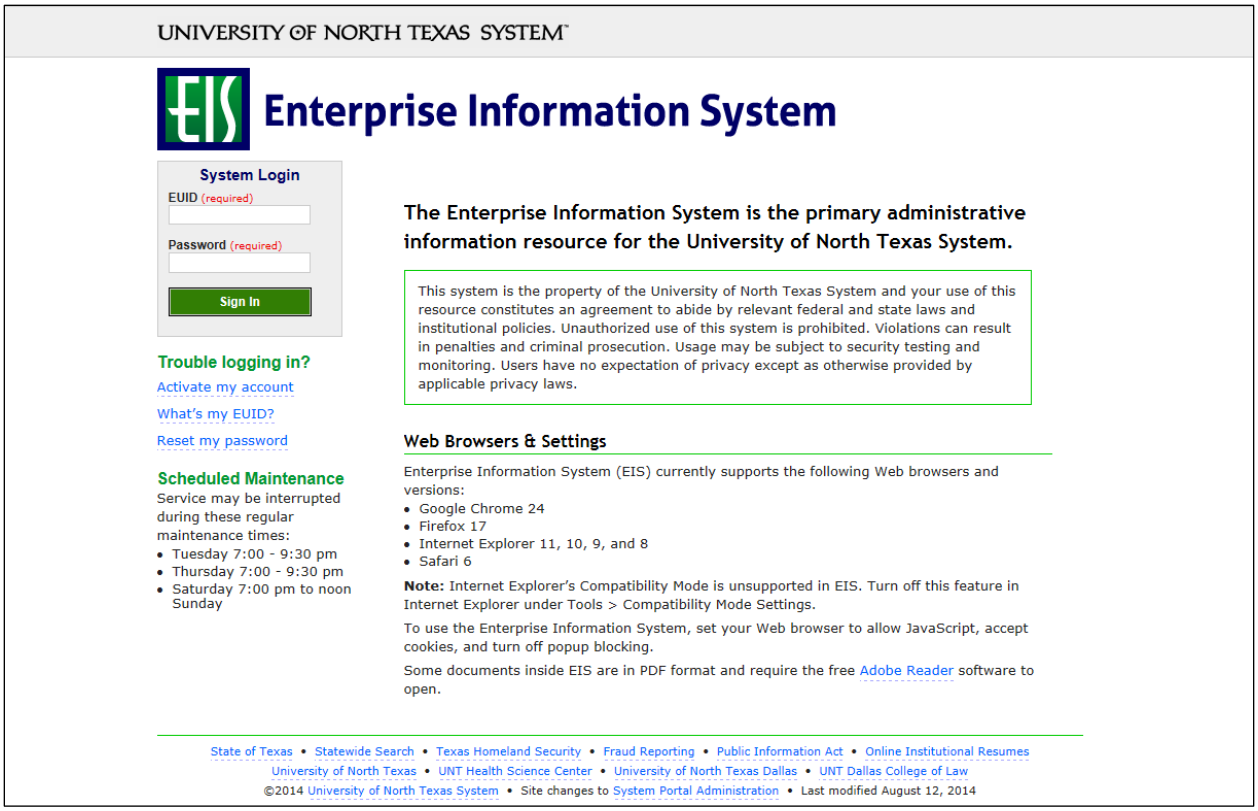
SOP #: 4.2.3.1	Area: Purchasing
Title: Cancelling a Requisition	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: 06-16-2016
Approval Date: 02-24-2016	Review Date: N/A

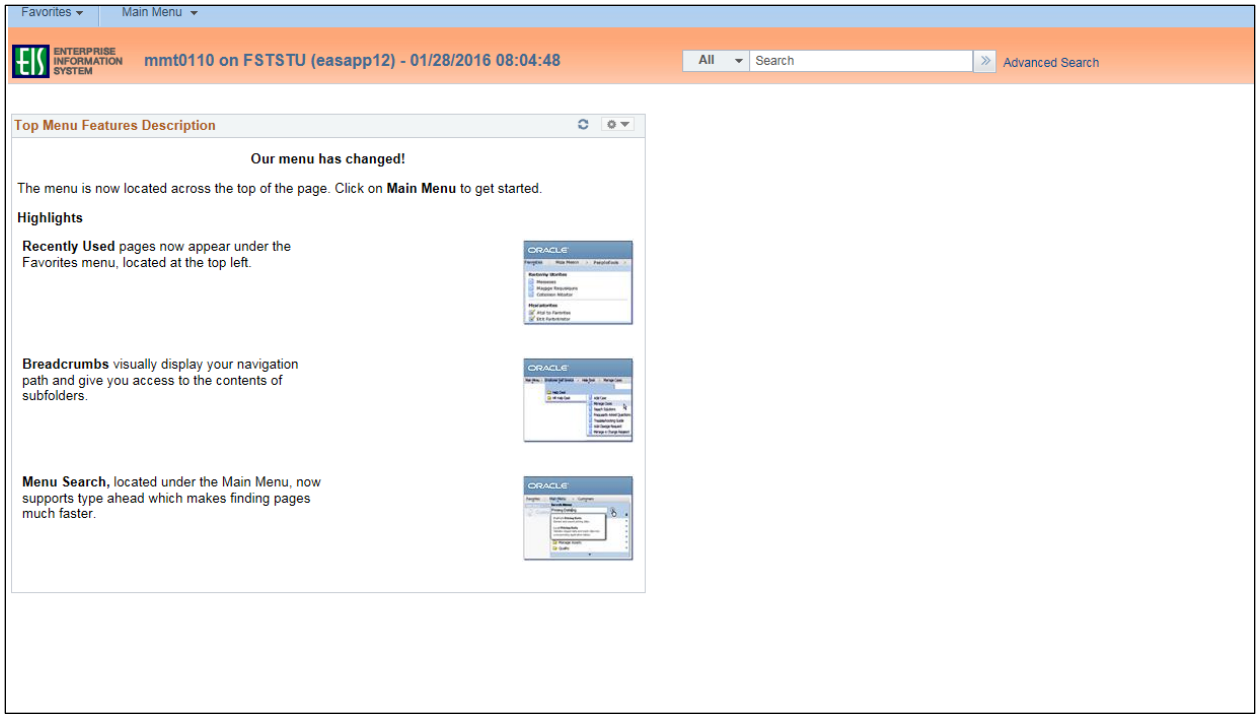
Title: Cancelling a Requisition

To cancel a requisition:

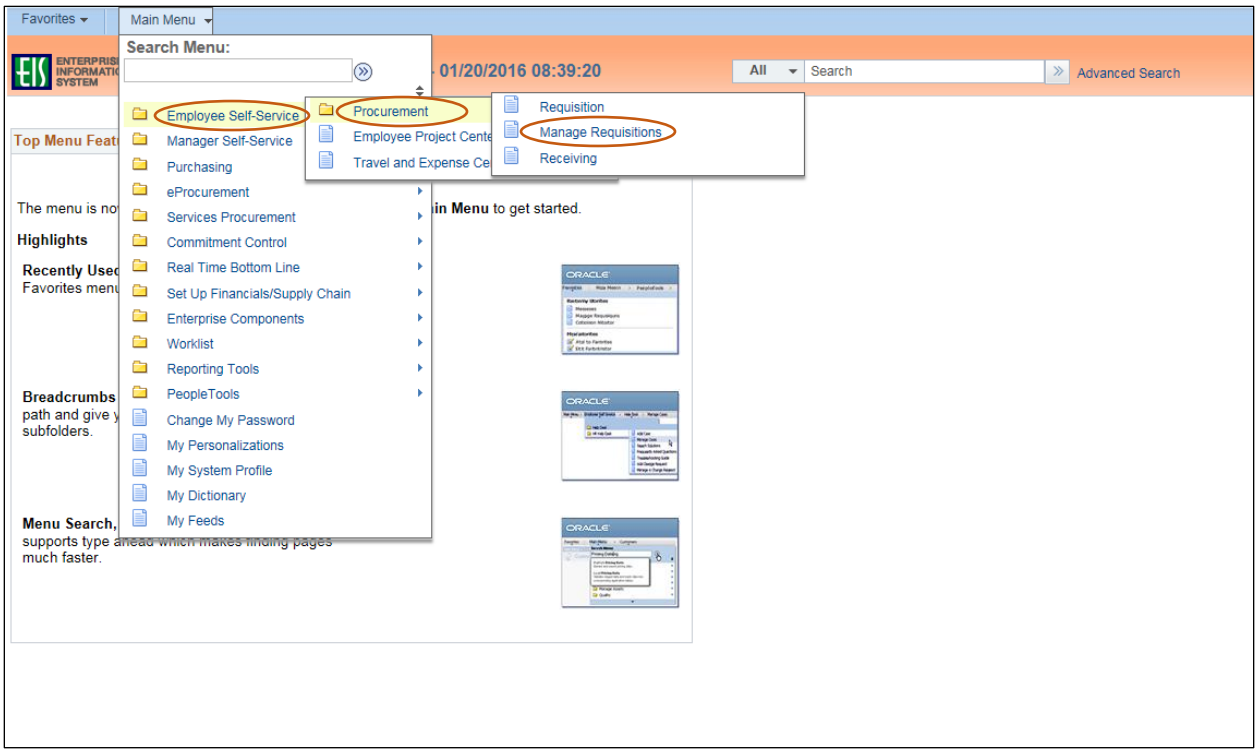
1. Enter **EUID** and **Password**.
2. Click **Sign In**.



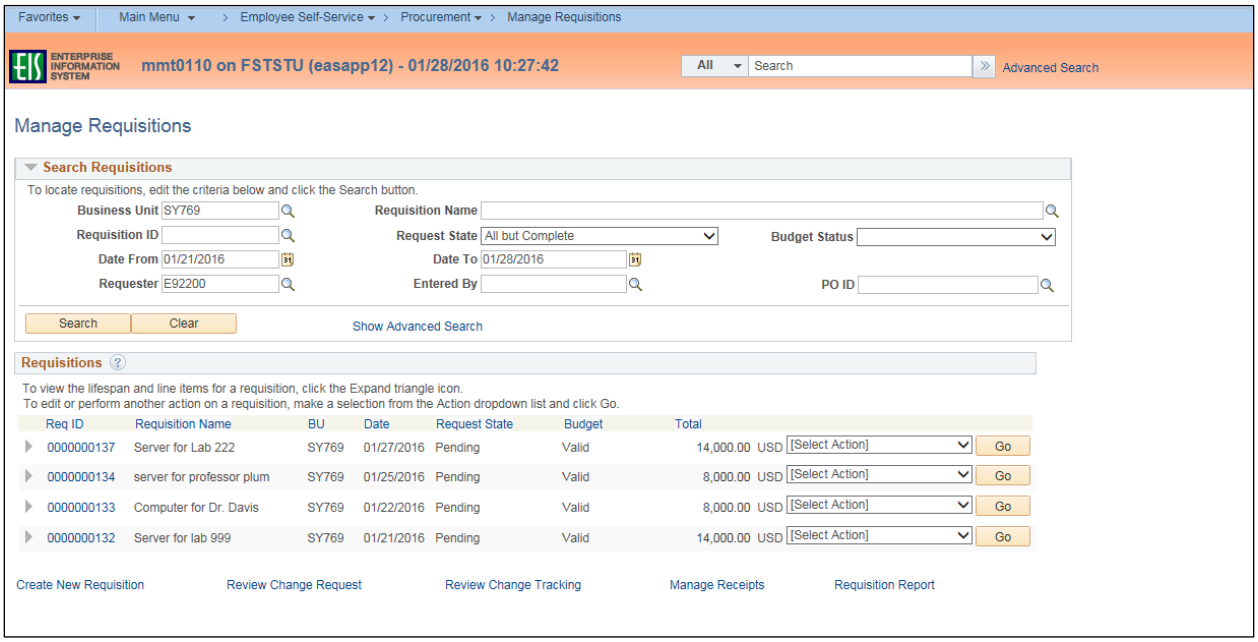
3. Click **Main Menu**.



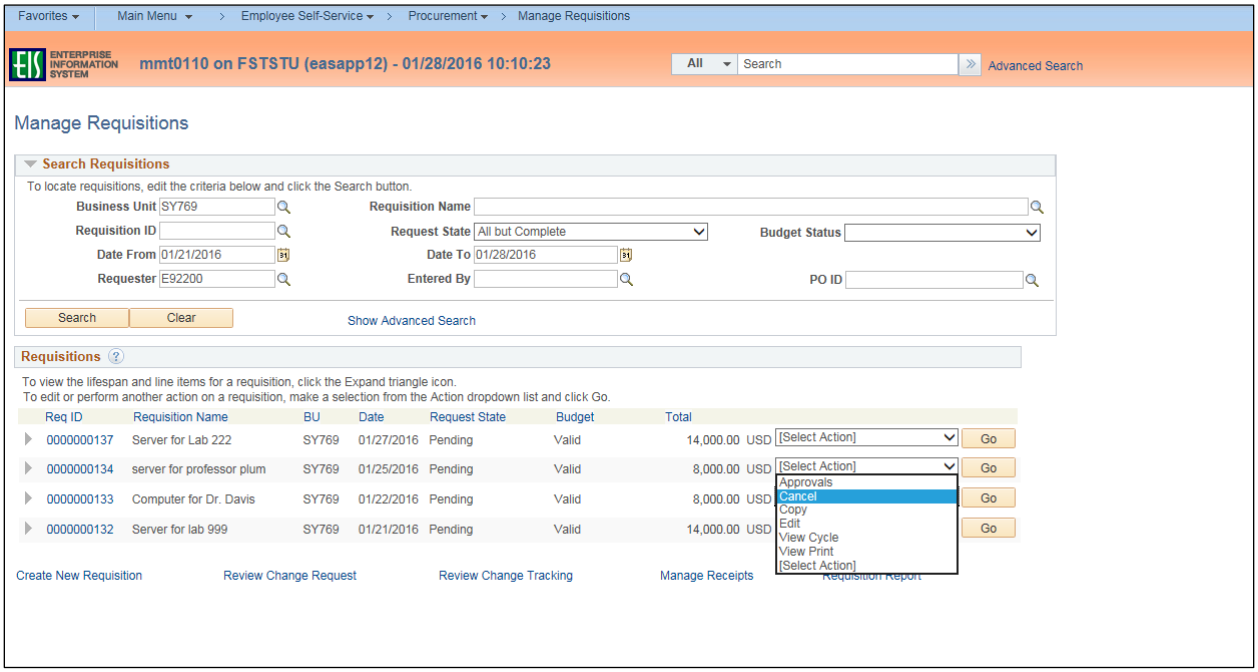
4. Navigate to **Manage Requisitions** by clicking Employee Self-Service>Procurement> Manage Requisitions.



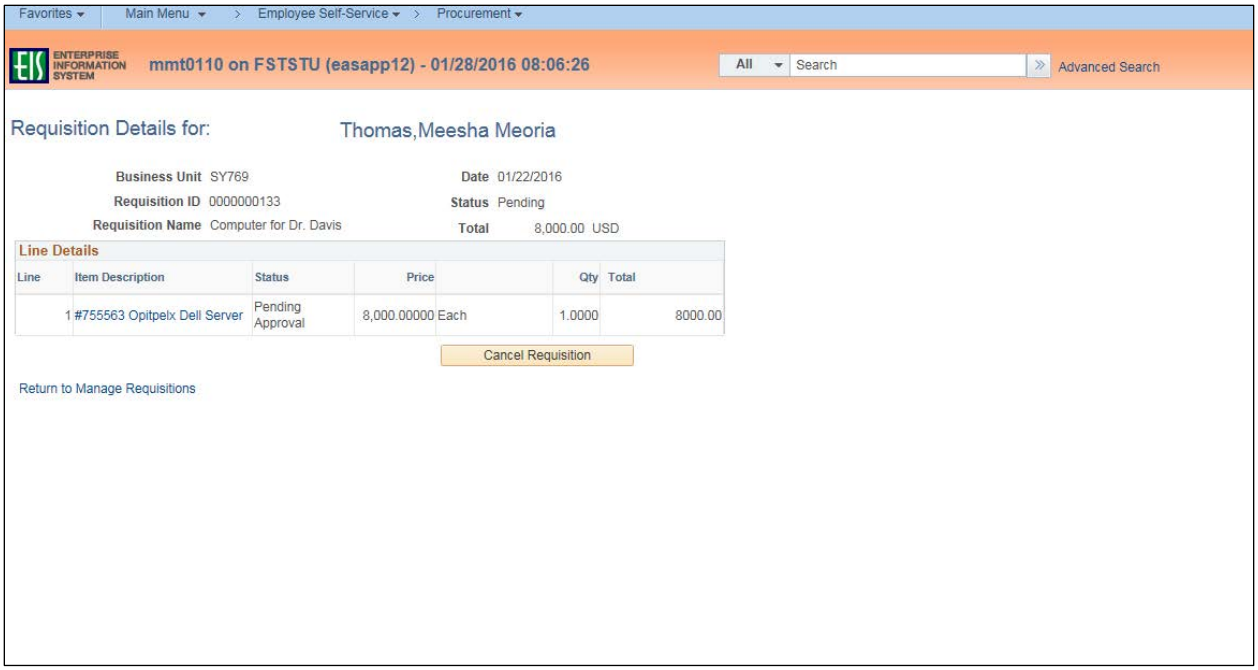
5. Verify that the information in the **Business Unit** and **Requester** fields is correct.
6. Enter the appropriate search date range into the **Date From** and **Date To** fields.
   Note: Leave the **Date From** and/or **Date To** fields blank to expand your search.
7. Click **Search**.



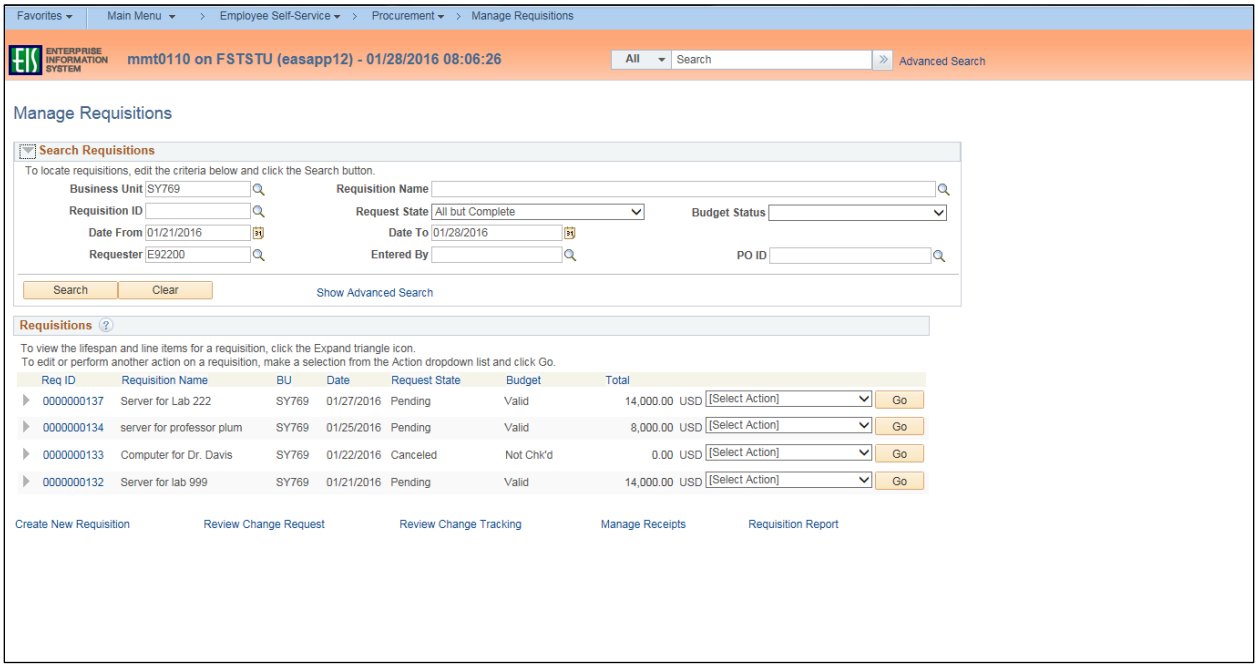
8. Review the list of requisitions to locate the appropriate record.
9. Select **Cancel** from the requisition's associated drop-down menu.
10. Click **Go**.



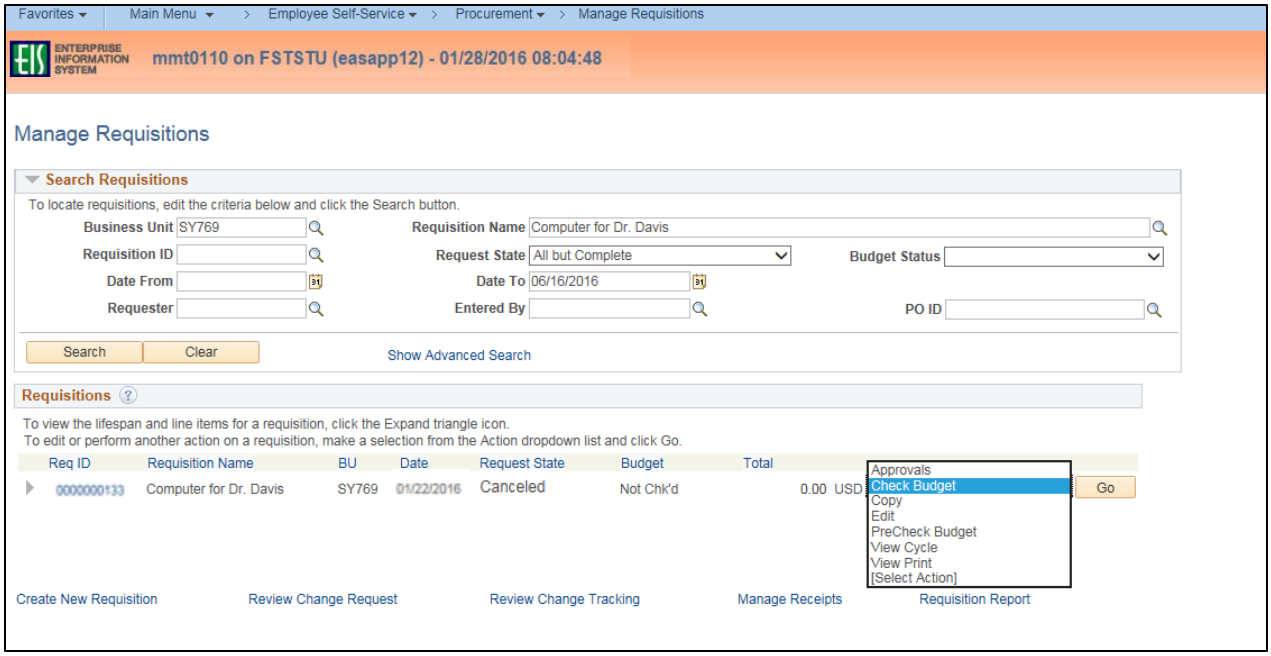
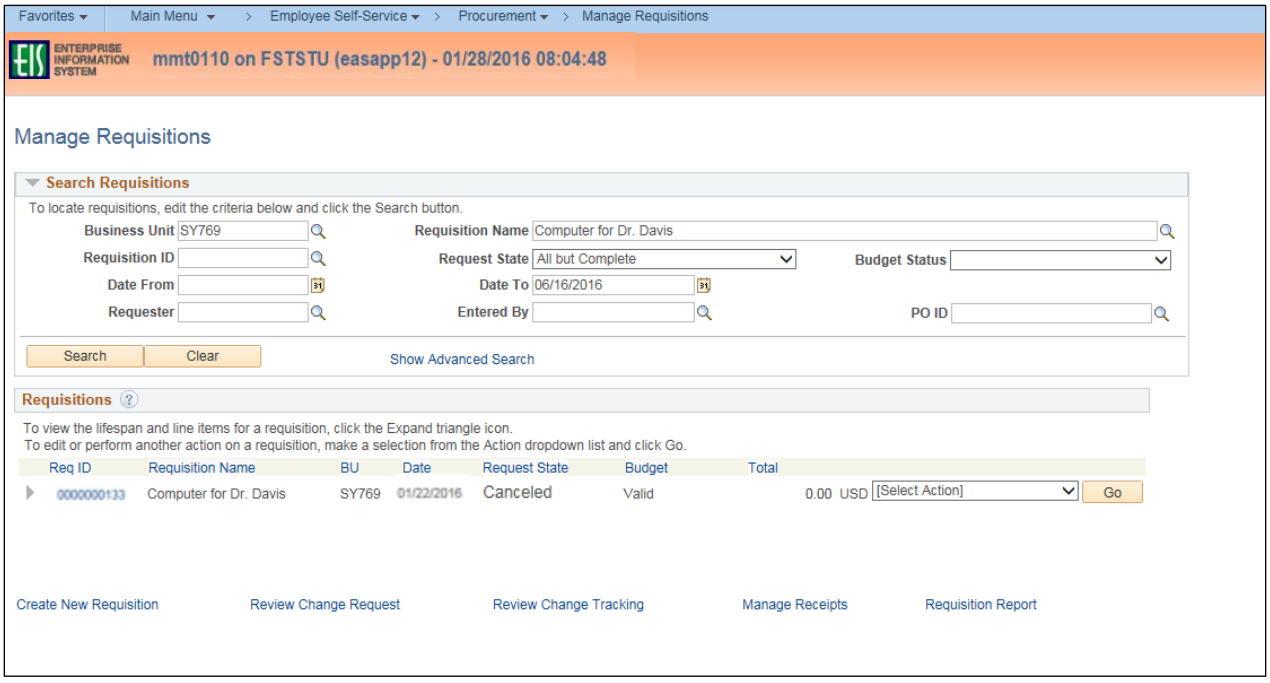
11. Click **Cancel Requisition**.



Note: The system displays the **Request State** as "Canceled," and you will need to complete a budget check in the steps below to reverse the encumbered funds.



12. Select **Check Budget** from the requisition's associated drop-down menu.
13. Click **Go**.



Note: The system displays the **Budget** as "Valid."