Tip for the Day!

Cancelling Requisitions that have not been Sourced

Please keep in mind, in the event a Requisition (Basic, Travel, General Stores or Direct Connect) needs to be cancelled, this can be accomplished by the Requestor; **Purchasing does not need to be contacted.**

Below are the steps for cancelling a Requisition:

1. Click eProcurement → Click Manage Requisitions
2. Search for your Requisition
3. Click the **<Select Action>** dropdown for the Requisition
4. Click Cancel Requisition
5. Click Go
6. Click Cancel Requisition

- A date/time stamp will be available on the Requisition once it is cancelled.