

CANCEL A REQUISITION – NOT PROCESSED

Draft requisitions should be canceled monthly if the requisition will not be processed in the fiscal year.

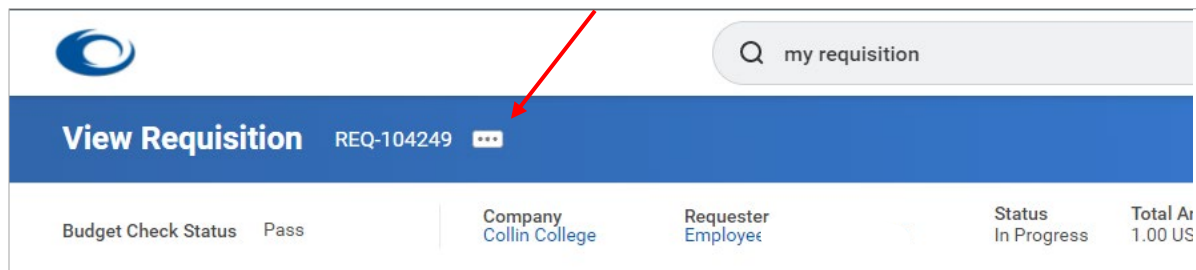
1. Follow the steps above for Finding a Requisition.
2. Select Requisition to cancel.

▼ Procurement Requisitions

8 items Turn on the new tables view

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Req
REQ-104249	One-Time Goods & Services		01/28/2022	1.00	USD	Einstein Printing		In Progress			Ed
REQ-104103	One-Time Goods Purchase		01/19/2022	42.57	USD	Carolina Biological Supply Co	PO-103962	Successfully Completed	76 Science Lab Supplies & Equipment (BuyBoar...more		
REQ-104045	One-Time Goods Purchase		01/14/2022	149.94	USD	Punchout Amazon	PO-103906	Successfully Completed			
REQ-103992	One-Time Goods Purchase		01/13/2022	35.00	USD	Punchout Amazon	PO-103850	Successfully Completed			
REQ-103958	One-Time Goods Purchase		01/12/2022	391.09	USD	VWR International Inc	PO-103826	Successfully Completed	23 Supplies and Equipment for District Science L...more	Katherine, please add the contract. K Bell	
REQ-103925	One-Time Goods Purchase		01/11/2022	58.91	USD	Punchout Staples Business Advantage	PO-103782	Successfully Completed			
REQ-103755	One-Time Goods Purchase		01/04/2022	180.60	USD	Punchout Amazon	PO-103638	Successfully Completed			
REQ-103746	One-Time Goods Purchase		01/04/2022	134.56	USD	Punchout Staples Business Advantage	PO-103632	Successfully Completed			

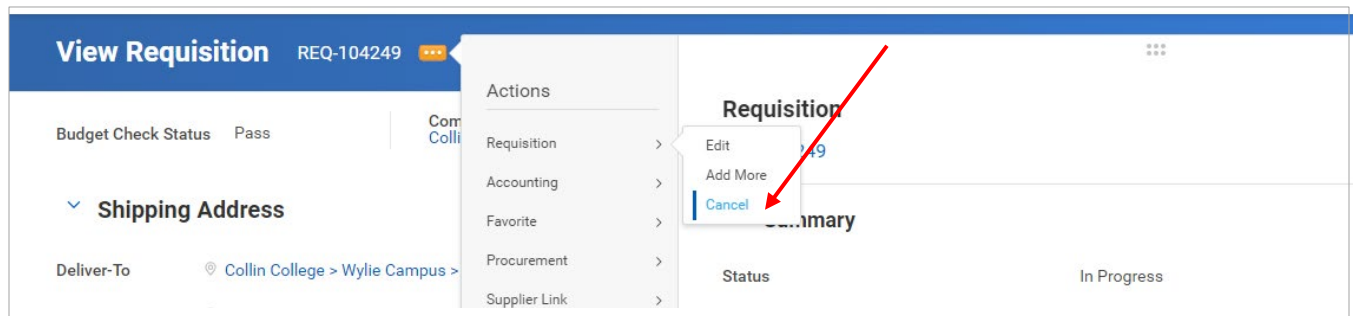
3. Select the three dots beside the requisition number.



View Requisition REQ-104249 ⋮

Budget Check Status Pass | Company Collin College | Requester Employee | Status In Progress | Total Amount 1.00 US

4. Hover over the caret for requisition and then select Cancel.



View Requisition REQ-104249 ⋮

Budget Check Status Pass | Company Collin College

Shipping Address

Deliver-To Collin College > Wylie Campus >

Actions

- Requisition >
- Accounting >
- Favorite >
- Procurement >
- Supplier Link >

Requisition

- Edit
- Add More
- Cancel**

Summary

Status In Progress

Procurement:

CANCEL A REQUISITION

NOT PROCESSED

5. In the Comments Field enter reason for cancelling the requisition. Click Ok.

Confirm Requisition Cancel REQ-104249

Budget Check Status	Pass	Company	Collin College	Requester	Employee:	Status	Progress
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Please confirm you wish to cancel the Requisition below

Comments

TEST CANCEL

Shipping Address

Deliver-To: Collin College > Wylie Campus > Wylie Commons > Wylie CC311A

Ship-To Address: 391 Country Club Road Wylie, TX 75098 United States of America

Requisition Information

Request Date: 01/28/2022

Currency: USD

One-Time Goods & Services

OK
Cancel

6. The screen will change to View Requisition where the status will show Canceled for the requisition.

View Requisition REQ-104249

Budget Check Status	Pass	Company	Collin College	Requester	Employee	Status	Canceled	Total Amount	1.00 USD
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Shipping Address

Deliver-To: 391 Country Club Road Wylie, TX 75098 United States of America

Ship-To Address: 391 Country Club Road Wylie, TX 75098 United States of America

Requisition Information

Additional Information

Comments: TEST CANCEL