<table>
<thead>
<tr>
<th>SOP #: 4.2.3.1</th>
<th>Area: Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Cancelling a Requisition</td>
<td>Effective Date: 03-01-2016</td>
</tr>
<tr>
<td>Version #: 1.0</td>
<td>Revision Date: 06-16-2016</td>
</tr>
<tr>
<td>Approval Date: 02-24-2016</td>
<td>Review Date: N/A</td>
</tr>
</tbody>
</table>

**Title: Cancelling a Requisition**

To cancel a requisition:

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

![Enterprise Information System](image)
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.”