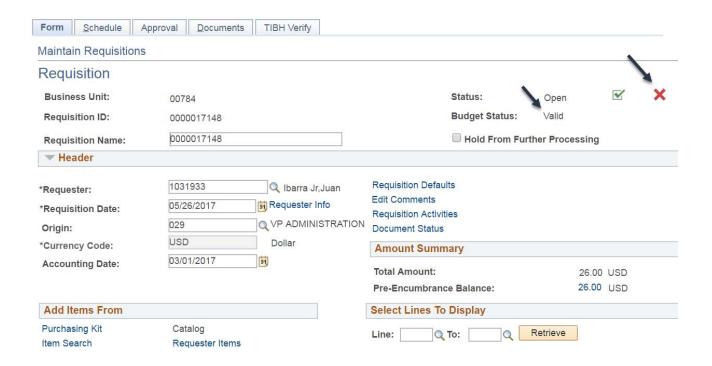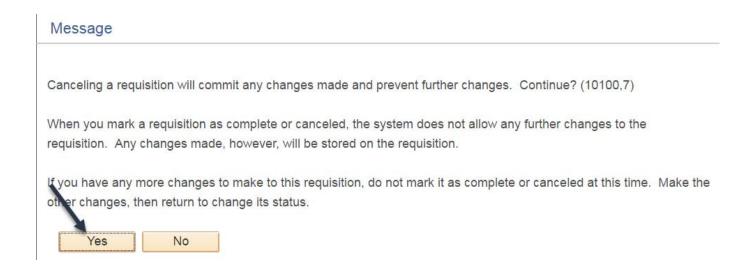# HOW TO CANCEL A REQUISITION

Only the originator can cancel a requisition, therefore the requisition to be cancelled must be on the originator's worklist or not submitted into workflow yet.

Step 1: Requisition must have a valid budget before you cancel.Click the Cancel button **X** to cancel the requisition.

Step 2: Click Yes to the warning message that is displayed:

Step 3:   Click Budget Check to budget check the Cancellation. This Budget Check process puts the funds back in the Cost Center.

Successful Cancellation

The requisition has been canceled, but requires a budget check. Press the budget check button below to run the budget checking process. Otherwise click OK to continue without budget checking the Requisition.

Budget Check		Ok

Budget Status

Once the budget check process is completed, the following page is displayed showing the cancellation is complete:

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value	Add a New Value

▼ **Search Criteria**

Business Unit:	= ▼	00784	🔍
Requisition ID:	begins with ▼		
Requisition Name:	begins with ▼		
Requisition Status:	= ▼	▼	
Origin:	begins with ▼		🔍
Requester:	begins with ▼		🔍
Requester Name:	begins with ▼		🔍

Hold From Further Processing   ☐

☐ **Case Sensitive**

Search	Clear	Basic Search 🔳 Save Search Criteria