



QUICK TIPS

Canceling a Requisition

Step	Process	Comments
1	Document reason for canceling requisition in the Header Comments Save	Use the following format: Date, what is the change, name of person doing the change
2	Click on the red X icon on the Form page.	
3	Message will appear, click yes to cancel.	After you click ok, the requisition navigation page will appear.

Processing Tips

- A. If you are canceling the requisition after it has been budget checked, you need to review the budget details before and after you cancel the requisition to make sure funds have been released. (Navigation: Menu, Commitment Control, Review Budget Activities, Budget Inquiry, Budget Details).

If a discrepancy is found in the above information, email
Laura.Lovell@core.state.ok.us with the details.

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