Cancel a Requisition

As the document submitter, you have the ability to cancel a Requisition. Once the Requisition has been approved by a fiscal reviewer this option is no longer available. Approved Requisitions must be returned or rejected by the individual listed in the Status section of the Requisition.

If the Requisition is Complete and has generated a Purchase Order, contact the supplier to cancel the order and close the PO to release encumbrances from your account.

Locate the Requisition you wish to cancel. A quick way to do this is by clicking your name in the upper right-hand corner and selecting My Pending Requisitions.
Click the document number to open the Requisition.

On the Requisition, select **Withdraw Entire Requisition** from the Document Actions menu.
BUY.IU opens a new window and prompts you to enter information describing why the order is being cancelled. The information entered here will be available in the Comments section of the Requisition. Click OK to cancel the Requisition.

The Requisition now has a status of Withdrawn.
Locate the order by navigating to **View My Orders (Last 90 Days)** section of the **My Carts and Orders** menu, available in the **Shopping** module.

Orders with a red arrow next to them have been withdrawn.