THE UNIVERSITY of NEW MEXICO

Purchasing

Date: 3/18/2010

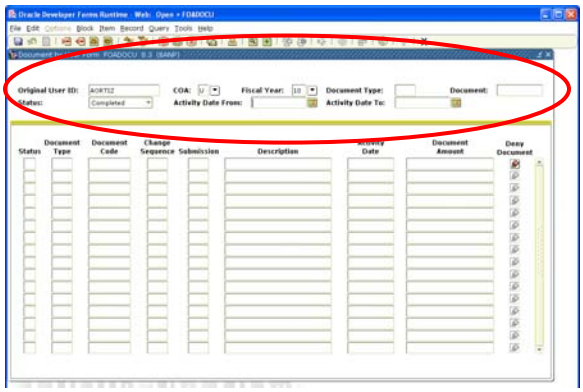
Canceling Requisitions That Have Not Been Approved FSJA-020

Requisitions that are in complete status can be cancelled by the originator, without having to contact an approver.

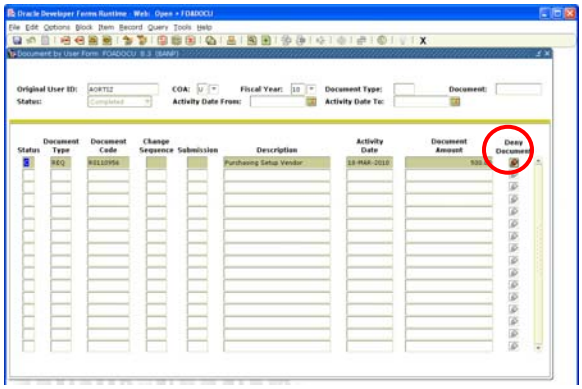
1. In the Direct Access field (labeled "**Go To…**"), type ***FOADOCU*** and press ***Enter*** to access the Document by User Form.

2. Your user ID will be pre-populated. Enter "REQ" in the ***Type*** field and select "Completed" from the ***Status*** dropdown list.

Click on ***Next Block*** (or press Ctrl + PgDn).



3. Locate the requisition you wish to cancel in the list of results. Click on the ***Deny Document*** button. You will receive a popup message stating the requisition will be cancelled. Click on the ***OK*** button.



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