

## Requisition Cancel



Once a Requisition has been assigned a Req ID number, it can be canceled as long as it has not been approved or budget checked. If you do not yet have a Req ID, return to Add or Update, to discontinue entry.

Click  to cancel.

If the  is grayed out, leave the document (click update/display) and re-enter for the  to become available.

If the requisition has been approved and budget checked, you will need to contact the Contract & Procurement Office to cancel the requisition.

**Form** **Schedule**

Unit: SLCMP Req ID: 2003101069 \*Req Date: 02/23/2004 Origin: ONL  


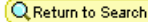
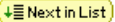





\*Requester: DLGARCIA Debbie L. Garcia  Hold From Further Processing

**Status:** Open **Budget Status:** Not Chk'd **Accounting Date:** 02/23/2004 \*Currency: USD Dollar 1 to 2 of 2

Line	Description	Req Qty	UOM	Category	Price	Ship To	Status
<input checked="" type="checkbox"/> 1	CANDLES	5.0000	EA	57800	3.00000	070_10E	Active
<input type="checkbox"/> 2	WICKS	2.0000	EA	57800	2.00000	070_10E	Active

**Total Amt:** 19.00 USD **Total Base Amt:** 19.00 USD

\*Go to: [Header Defaults](#) [Header Comments...](#) [Item Search](#) [Item Detail](#) [Line Defaults](#) [Line Details](#)  
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