


## Requisition Cancel

Once a Requisition has been assigned a Req ID number, it can be canceled if the status of the Requisition is **Open** or Approved, but Budget Status is **Not Chk'd**. If the requisition has been approved and budget checked, you will need to contact the Contract & Procurement Office to cancel the requisition.

To Cancel a requisition, Click  to cancel on the Maintain Requisition page

### Maintain Requisitions

#### Requisition

Business Unit: SLOMP  
Requisition ID: 2007100934

Status: Open  
Budget Status: Not Chk'd  
 Hold From Further Processing

