# How to Cancel a Purchase Requisition


## Directory Information

Search this directory for Cal Poly student, faculty, and staff, etc.

### Simple Search

Switch to Advanced Search

### Category

All

### Single Click Access

- Cal Poly Canvas
- Email & Calendar
- Cal Poly OneDrive

## My Apps

- Cal Poly Canvas
- Email & Calendar
- Cal Poly OneDrive
- HR Administration
- Student Administration
- CSU Portal - Financial Administration
- PolyData Dashboards
- Campus Wiki
- Electronic Workflow
- Technical Service Request
- Facilities Requests
Once in the CFS system, click on the diamond-shaped NavBar icon at the top right of the homepage, then follow this path:

**Navigator**
Purchasing
Requisitions

Navbar: Navigator

- Purchasing
  - Requisitions
  - Request for Quotes
  - Purchase Orders
  - Receipts
  - Return To Vendor / Supplier

Recent Places

My Favorites
### Add/Update Requisitions

<table>
<thead>
<tr>
<th>NavBar: Navigator</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Navigator" /></td>
</tr>
<tr>
<td><img src="image" alt="Recent Places" /></td>
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<tr>
<td><img src="image" alt="My Favorites" /></td>
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</tbody>
</table>
This is the **Add/Update Requisitions** page.

Click the **Find an Existing Value** tab

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
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</thead>
</table>

**Requisitions**

Business Unit: SLCMP  
Requisition ID: NEXT  

[Add]
Search by **Requester Name** (last name), or by **Requisition ID**.

To avoid typing all of the digits of the requisition number in the **Requisition ID** field, type a % and only the **last 5 digits** of the requisition number.
Click anywhere along the blue hyperlinks in the Search Results line to pull up the requisition.

Click **OK** through this message
This is the main requisition page.

To cancel a requisition, click on the red X in the upper right-hand corner of this page.
Click Yes at the pop-up message.

**Note:** You may not be able cancel a requisition if your approving official has already accessed or approved the requisition. They may be able to cancel it using these instructions.

If your approving official is also unable to cancel the requisition, it is likely your Procurement Specialist has already pulled the requisition over for processing. Contact your assigned Procurement Specialist to cancel the requisition.