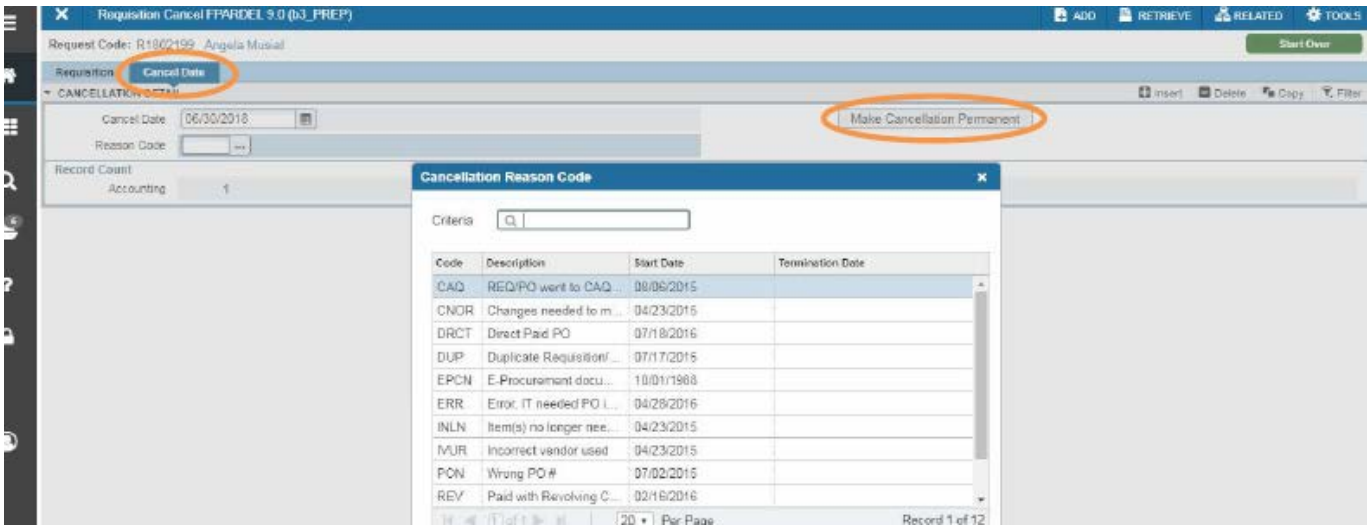
CANCELING A COMPLETED AND APPROVED REQUISITION

A requisition can be cancelled after it has been completed and approved by using **FPARDEL: Requisition Cancel**. A cancelled requisition will no longer be viable in the system. A requisition cannot be cancelled if a PO number had been assigned to it.

> NOTE: Contact Procurement Services if you need to cancel a requisition that has been assigned a PO number.

1. Access the requisition through **FPARDEL**.
2. Enter the requisition number in the **Request Code** field.
3. Click **Go**.
4. Review the information fields to verify the requisition being cancelled.

5. Select the **Cancel Date** tab.
6. Select "**…" next** to the **Reason Code** and select the reason for the cancellation.



7. Click on the **Make Cancellation Permanent** button to cancel the Requisition.