VIII. Removing an Unwanted, Incomplete Requisition

If you enter a requisition and choose never to complete it, the requisition needs to be deleted. If the requisition is not deleted, the amount will be used in NSF (non-sufficient fund) checking as a reservation against the available budget. This could mean that a future requisition could be placed in NSF status when funds are actually available.

1. Access the **Requisition Form FPAREQN.**
2. Enter the requisition number
3. Perform '**Next SECTION**' to open the requisition. The cursor will be in the '**Order Date**' field.

4. Click '**Delete**' top right toolbar.

5. Click **Delete** again to permanently delete this requisition. A window opens with the message '**All Commodity and Accounting Records will be deleted**. Click **OK**

6. The Status/Hint bar indicates '**Deletion of Requisition is completed**'.