

BANNER DOCUMENT: FPARDEL

REQUISITION CANCELLATION FORM

This form should be used when a requisition is completed and approved, but does not have a purchase order attached to it. If your requisition is **not completed**, go to the Banner Toolbar – Click on Record – Click on Remove, and requisition will be permanently deleted.

1. At REQUEST CODE, enter requisition number. (Example: R123456). PAGE DOWN.
2. Cursor will be at NSF CHECKING; Do not change; PAGE DOWN.
3. CANCEL DATE should be today's date. Press ENTER.
4. REASON CODE should be left blank at this time.
5. Before deleting requisition, verify requestor name, date, and vendor information.
6. In upper left corner of screen, click on DOCUMENT TEXT. Cursor will be at MODIFY CLAUSE; PAGE DOWN. Enter text explaining reason for cancellation of requisition. F10 to SAVE text; F4 to exit.
7. In upper left corner of screen, click on PROCESS CANCELLATION to permanently delete requisition.
8. A cancelled requisition will appear with an **X** in FOIDOCH. A deleted requisition will not appear in FOIDOCH because it no longer exists in Banner.