How to Cancel a Requisition in ePro

If a requisition has been denied, you will want to cancel that requisition so that the funds reserved for that purchase can be reinstated to your budget

To cancel a req go to the Manage Requisition Page **(eProcurement > Manage Requisitions)** and select "Cancel Requisition" and click Go

The screen below will appear. Click the **Cancel Requisition** button.

Notice that the status has changed from "Denied" to "Cancelled", and the budget status has changed from "Valid" to "Not Checked". To remove the funds from being reserved from your budget you will need to run the check budget process. To do this select "Check Budget" from the dropdown list and click Go

The budget status is now set to "Valid".