


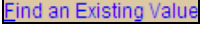

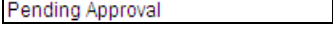


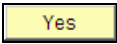



## Deleting a Requisition

1.	Click the <b>Purchasing</b> link. 
2.	Click the <b>Requisitions</b> link. 
3.	Click the <b>Add/Update Requisitions</b> link. 
4.	Click the <b>Find an Existing Value</b> tab. 
5.	Click the <b>Requisition Status</b> list. 
6.	Click the <b>Pending Approval</b> list item. 
7.	Click the <b>Search</b> button. 
8.	Click the <b>Delete Requisition</b> button. 
9.	Click the <b>Yes</b> button. 
10.	Click the <b>Home</b> link. 
11.	Congratulations. You have successfully deleted a requisition. <b>End of Procedure.</b>