


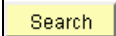





## Denying Requisition Amounts

1.	Click the <b>Purchasing</b> link. 
2.	Click the <b>Requisitions</b> link. 
3.	Click the <b>Approve Amounts</b> link. 
4.	Enter the desired information into the <b>Requisition ID:</b> field. Enter a valid value e.g. " <b>0000073886</b> ".
5.	Click the <b>Search</b> button. 
6.	Click <b>Approval Action</b> drop down menu and select 'Deny'. 
7.	Enter the desired information into the <b>Comment</b> field. Enter a valid value e.g. " <b>Requisition has been denied (enter information for the reason)</b> ".  A comment should be entered in the Comment section explaining the reason for denial. A workflow notification along with the comment entered will be sent to the user that entered the requisition. The user should then either modify or cancel the requisition, whichever is appropriate.
8.	Click the <b>Save</b> button. 
9.	Notice the Approval Status has been changed to denied. This indicates that the requisition has been denied.
10.	Click the <b>Home</b> link. 
11.	Congratulations. You have successfully denied a requisition amount. <b>End of Procedure.</b>