

## IX-10. Removing/Canceling a 'Completed' Requisition – FPARDEL

**Important:** This is used by Purchasing ONLY. This is not to be used by the Requisitionor, and is for your information only.

A requisition that has been entered into Banner, completed, posted, and completed all departmental approvals **can only be cancelled by the Purchasing Department.**

The **Requisition Cancel Form (FPARDEL)** is used to cancel requisitions. Canceling a requisition in *Banner* prevents all subsequent purchase order activity, and removes the reservation against the unit's funds created by the original requisition.

Oracle Developer Forms Runtime - Web: Open > FPARDEL

File Edit Options Block Item Record Query Tools Help

Requisition Cancel FPARDEL 8.0 (BANTRNU) (0NONE)

Request Code: R5800128 Finance Training 30

Requisition Cancel Date

Request Date: 10-SEP-2009  
 Transaction Date: 10-SEP-2009  
 Request Type: P  
 Delivery Date: 30-JUN-2010  
 Vendor: @00505840 Fisher Scientific Company LLC  
 Origin: FINTRAIN\_SCRIPT

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
978.75	0.00	0.00	0.00	978.75

Check for (Y)es.  
Record: 1/1

**NOTE:** A Requisition has to be Completed and Approved before this form can be used. (For Purchasing Use ONLY)

For a Department to remove a requisition:

1. If you need to remove a requisition that **has not** been completed, go to the requestor delivery page of requisition and click on **Record** in the Menu Bar and then **Remove** in the drop down menu. You will have to do this procedure twice in order to remove the requisition.
2. If you completed a requisition and want to remove it, have the approver to disapprove it, and it will put the requisition into "In Process" and allow you to complete step 1.
3. If you have completed a requisition and need to remove it before anyone has approved it, you can go to FOADOCU and deny it yourself and then the approver will not have to disapprove it.

**Important:** You cannot cancel a requisition that has an activity associated with it, such as a Purchase Order, Change Order, Receiver, or Invoice. Purchasing must delete Change Orders before deleting Purchase Orders. Purchasing must delete Purchase Orders before deleting Requisitions.