# Purchasing – Withdrawing & Editing a Requisition

For employees withdrawing and/or editing a purchase requisition.

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| **Purpose:** | Withdraw and edit a submitted purchase requisition. |
| **How to Access:** | Log into the Stratus application. Select the **Procurement** task in the Navigator. |
| **Helpful Hints:** | Be sure to keep in mind that… <br> • Supporting documents and other necessary information can be attached. |
| **Procedure:** | Complete the following steps to withdraw and edit a purchase requisition: |

1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.
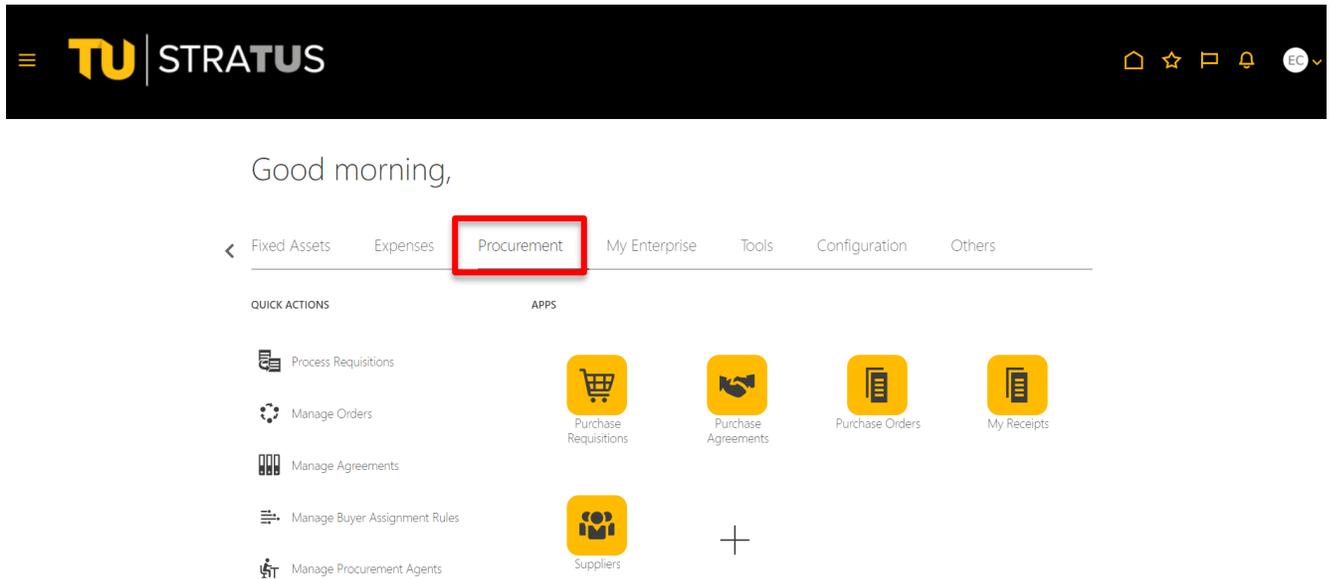


2. Click on the **Purchase Requisitions** Icon.
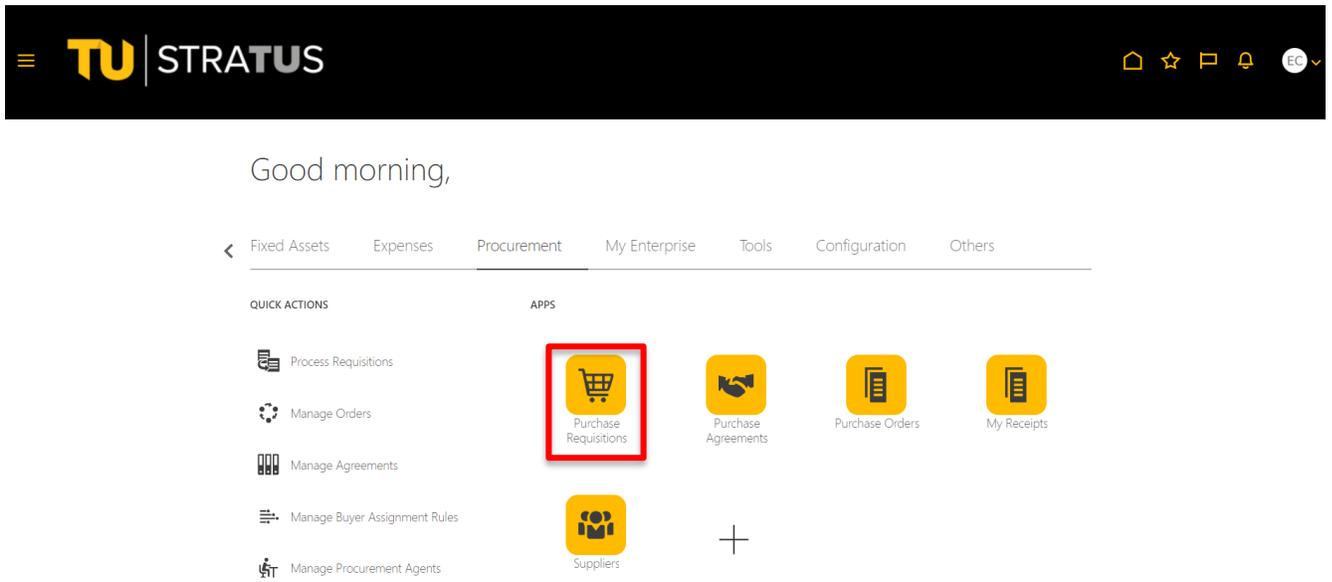
3. On the Purchase Requisitions page, use **Recent Requisitions** or **Manage Requisitions** to locate the requisition you wish to edit. If the requisition you want to edit is pending approval, you must use the **Withdraw and Edit** process.
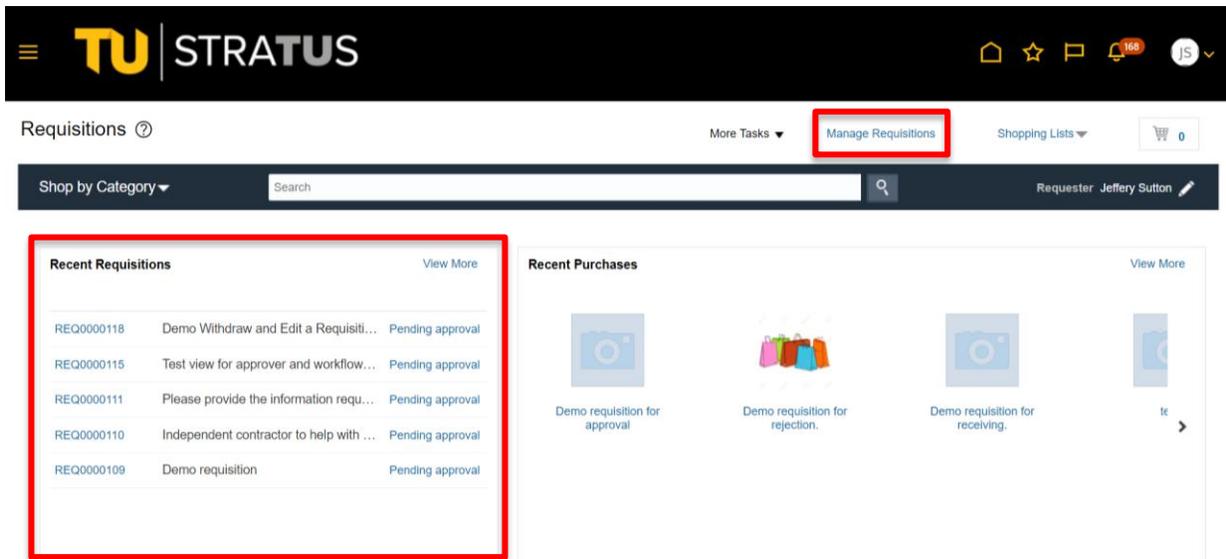


4. When the requisition opens, use the Actions button in the upper right corner to select **Withdraw and Edit**.

5. The system will return a warning that the requisition will be removed from the approval process. Click **Yes** to proceed.



6. The requisition will open for edit. You can change the price, distribution, and add attachments and/or comments as needed.

7. Once you have made your changes you can use the buttons in the upper right corner to **Check Funds**, **Save and Close** (by clicking the arrow next to **Save**), or **Submit** the requisition.



**NOTE:** If there are no funds available for the requisition you submit, a box will indicate that, and you will have the option to request an override.