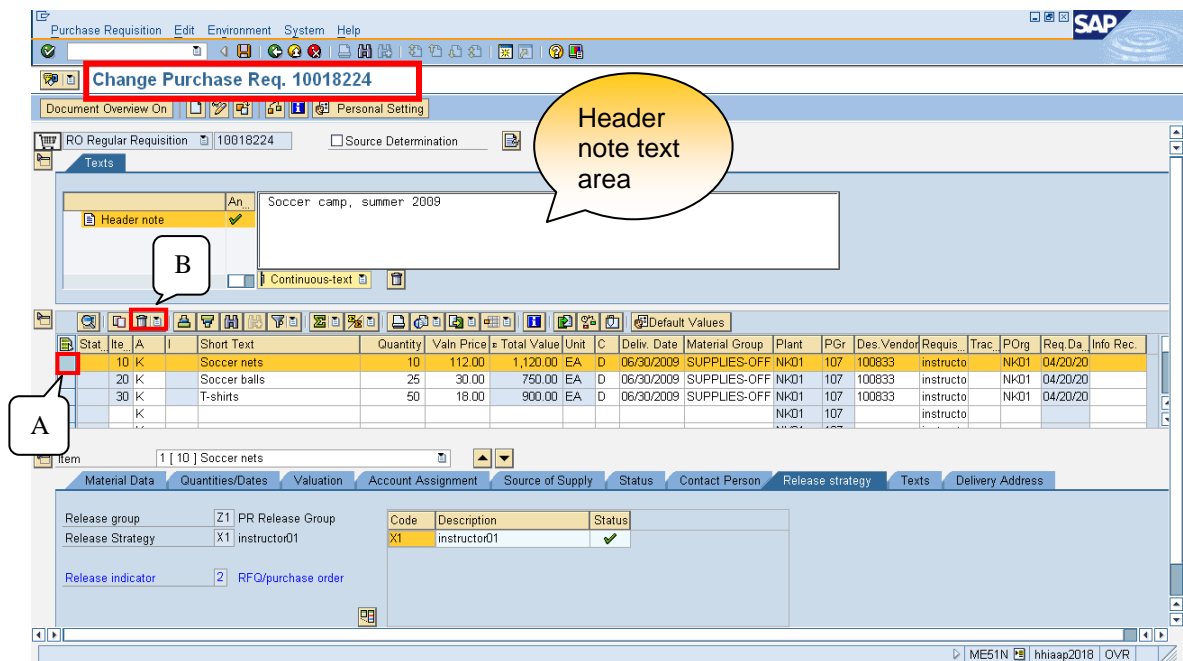


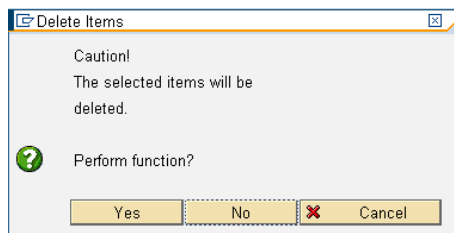
Deleting a Requisition Line Item

Once a requisition has been created and saved, only **line items** can be deleted. Requisition numbers will continue to appear in the Document Overview for auditing purposes. Check the status tab of the line item first, to ensure that a purchase order has not been created. If a purchase order has been created, contact procurement services for support. **Add Header note text stating reason for deletion.**

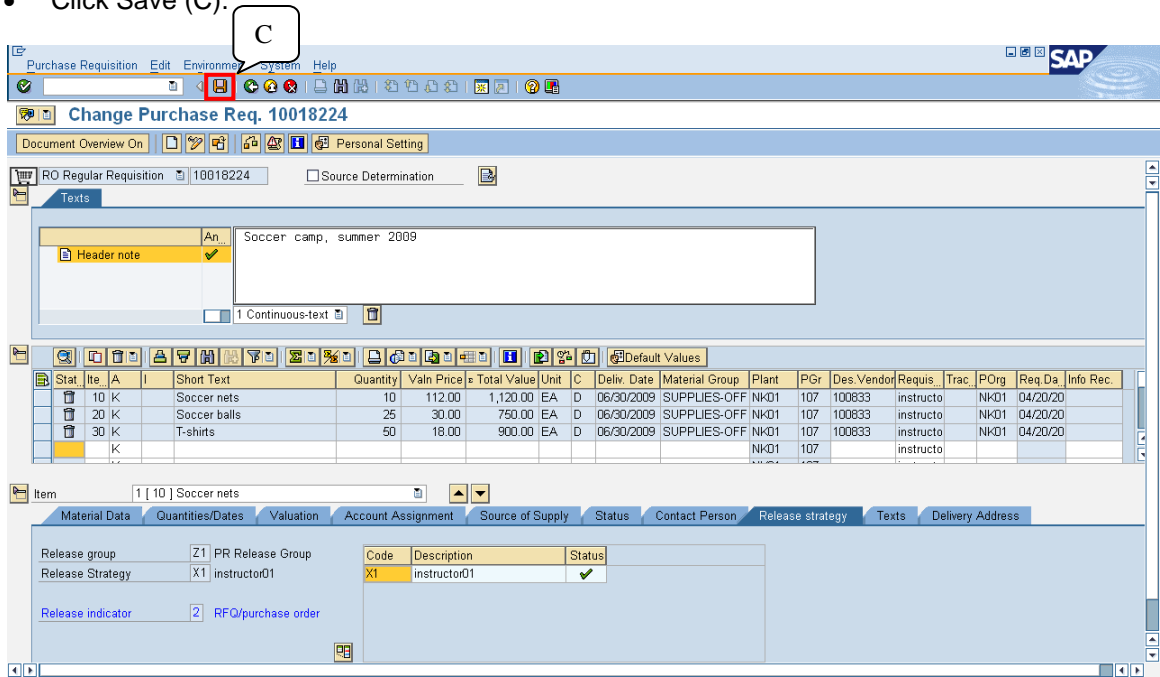
- Display the purchase requisition.
- Click Display/Change to edit the requisition.
- Select the line item to delete (A).
- Click Delete (B).



- Confirm Delete.



- To delete the entire requisition, delete all line items.
- Click Save (C).



The requisition number will continue to appear in the Document Overview area; however, all line items will appear with a garbage can in the status column.