# requisitioninquiry

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Type data in any of the following fields:

| | |
|---|---|
| **Req Nbr** | Type the requisition number to be retrieved. |
| **PO Nbr** | Type the purchase order number to be retrieved. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled. |

The **From** and **To Date** fields default to your current fiscal year.

| | |
|---|---|
| **From Date** | Type the beginning search date in the MMDDYYYY format. |
| **To Date** | Type the ending search date in the MMDDYYYY format.<br><br>**Note**: The **Date Requested** is the date considered when using the From Date and To Date parameters. |
| **Status** | Click ˅ to select a status to be included in the search. |
| **Vendor Number** | Type the vendor number. |
| **Vendor Name** | Type the vendor name. |
| **Requestor Name** | Type the requestor name. |
| **Bid Category** | Type the bid category code. |

☐ Click **Retrieve**. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the grid.