



Perform a requisition inquiry

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Purchasing > Inquiry > Requisition Status Inquiry

Use this page to view the status of each item included on a specific requisition or purchase order without a contract. The Requisition Status Inquiry page can be accessed from two menus:

- For the current year, click Requisition Status Inquiry from the Inquiry menu.
- For next year, click Requisition Status Inquiry from the Next Year menu.

The page consists of the following three grids:

- The top grid displays requisitions or purchase orders.
- The middle grid displays items included on the requisition.
- The bottom grid displays a list of the approvers in the sequence of their approval.

Note: If **Global Access** is selected, the user can perform inquiries on the status of all requisition accounts.

| | | |
|--|--|---|
| Retrieve a record | The From and To Date fields default to your current fiscal year. TIP: Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition Status to only display a list of requisitions with the selected status. By narrowing your search parameters, you can avoid retrieving large amounts of data in a single instance. | |
| | 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. |
| | Contr Type | Click ▼ to select a contract type. |
| | From Date | Type the beginning search date in the MMDDYYYY format. |
| | To Date | Type the ending search date in the MMDDYYYY format. 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 three grids. | | |

Inquiry > Requisition Status Inquiry SessionTimer: 238 min and 28 sec REQ4000 County/Distr

Req Nbr: 007385 PO Nbr: From Date: To Date: Status: P - Pending to Vendor Number: Vendor Name: Requestor Name: Bid Category: Retrieve Print

Requisition Information


| Details | Req Nbr | PO Nbr | Requestor | Date Requested | Campus/Dept | Vendor Nbr | Vendor Name | Bid Category | Amount | Status | Req Per | Priority | Reason | Originator | Vendor Notes | Comments | Documents |
|---------|---------|--------|-------------------|----------------|-----------------------------|------------|--------------|--------------|--------|------------------------|---------|----------|-----------------|-------------------|--------------|----------|-----------|
| | 007385 | | Moreno, Elizabeth | 08-30-2018 | 005 - 005 Alt. School 09-12 | 03940 | OFFICE DEPOT | | 32.00 | Pending to be approved | 06 | Regular | Office Supplies | Moreno, Elizabeth | | | |

Requisition Nbr: 007385

| Note | Accounts | Item | Item Apprvl Stat | Item Recv Stat | Catalog Nbr | Description | Unit of Issue | Unit Price | Quantity | Sub Total | Discount % | Discount Amount | Freight Elig | Freight % | Freight Amt | Total |
|---------------|----------|------|------------------|----------------|-------------|-------------|---------------|------------|----------|-----------|------------|-----------------|--------------|-----------|-------------|--------------|
| | Accounts | 001 | Approved | N/A | 5555 | Pens | BN - Bulk | 8.00000 | 2.00 | 16.00 | 0.00% | 0.00 | Y | 0.00% | 0.00 | 16.00 |
| | Accounts | 002 | Approved | N/A | 6666 | Pencils | BN - Bulk | 8.00000 | 2.00 | 16.00 | 0.00% | 0.00 | Y | 0.00% | 0.00 | 16.00 |
| Total: | | | | | | | | | | | | | | | 0.00 | 32.00 |

Approval Path

| Sequence | Approval User | Title | Alternate User | Print name | Status | Date |
|----------|--------------------|------------------|-------------------|------------|-----------|------------|
| 1 | Elizabeth Moreno | UNDEFINED | | Y | Submitted | 09-06-2018 |
| 2 | Liz Mo | UNDEFINED | | N | Pending | |
| 3 | BRENDA ANN BRUNSON | ACCOUNTING CLERK | AARON LEWIS AARON | N | Pending | |

In the top grid, click  to inquire about the selected requisition. The requisition information from the [Create/Modify Requisition](#) page is displayed.

| Field | Description |
|--------|---|
| Status | <p>The current status of the requisition is displayed.</p> <p>If the status is Pending to be approved, the requisition is not yet a purchase order.</p> <p>If the status is Approved, the PO Nbr field is populated with the assigned purchase order number.</p> |



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