



## Perform a requisition inquiry



## Table of Contents



## 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.

|  |   |  |
|--|---|--|
| <b>Retrieve a record</b>   | <p>The <b>From</b> and <b>To Date</b> fields default to your current fiscal year.</p> <p><b>TIP:</b> Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition <b>Status</b> 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.</p> |  |
|  | <b>Req Nbr</b>  | Type the requisition number to be retrieved.   |
|  | <b>PO Nbr</b>   | 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. |
|  | <b>Contr Type</b>   | Click  to select a contract type.   |
|  | <b>From Date</b>  | Type the beginning search date in the MMDDYYYY format.   |
|  | <b>To Date</b>  | Type the ending search date in the MMDDYYYY format.  |
|  | <p><b>Note:</b> The <b>Date Requested</b> is the date considered when using the From Date and To Date parameters.</p>   |  |
|  | <b>Status</b>   | Click  to select a status to be included in the search.                           |
|  | <b>Vendor Number</b>  | Type the vendor number.  |
|  | <b>Vendor Name</b>  | Type the vendor name.  |
|  | <b>Requestor Name</b>   | Type the requestor name.   |
|  | <b>Bid Category</b>   | Type the bid category code.  |
| Click <b>Retrieve</b> . Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids. |   |  |

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

|  |                    |                  |                      |                |                             |                 |                      |              |          |                        |            |                 |                 |                   |              |          |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |          |      |                 |                |             |             |               |            |          |           |            |                 |              |           |              |       |          |     |          |     |      |      |           |         |      |       |       |      |   |       |      |       |  |          |     |          |     |      |         |           |         |      |       |       |      |   |       |      |       |  |  |  |  |  |  |  |  |  |  |  |        |      |       |  |  |  |  |
|--|--------------------|------------------|----------------------|----------------|-----------------------------|-----------------|----------------------|--------------|----------|------------------------|------------|-----------------|-----------------|-------------------|--------------|----------|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------|----------|------|-----------------|----------------|-------------|-------------|---------------|------------|----------|-----------|------------|-----------------|--------------|-----------|--------------|-------|----------|-----|----------|-----|------|------|-----------|---------|------|-------|-------|------|---|-------|------|-------|--|----------|-----|----------|-----|------|---------|-----------|---------|------|-------|-------|------|---|-------|------|-------|--|--|--|--|--|--|--|--|--|--|--|--------|------|-------|--|--|--|--|
| Req Nbr:   | 007385             | PO Nbr:          | <input type="text"/> | From Date:     | <input type="text"/>        | To Date:        | <input type="text"/> |              |          |                        |            |                 |                 |                   |              |          |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |          |      |                 |                |             |             |               |            |          |           |            |                 |              |           |              |       |          |     |          |     |      |      |           |         |      |       |       |      |   |       |      |       |  |          |     |          |     |      |         |           |         |      |       |       |      |   |       |      |       |  |  |  |  |  |  |  |  |  |  |  |        |      |       |  |  |  |  |
| Status:  | P - Pending to     | Vendor Number:   | <input type="text"/> | Vendor Name:   | <input type="text"/>        | Requestor Name: | <input type="text"/> |              |          |                        |            |                 |                 |                   |              |          |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |          |      |                 |                |             |             |               |            |          |           |            |                 |              |           |              |       |          |     |          |     |      |      |           |         |      |       |       |      |   |       |      |       |  |          |     |          |     |      |         |           |         |      |       |       |      |   |       |      |       |  |  |  |  |  |  |  |  |  |  |  |        |      |       |  |  |  |  |
| <input type="button" value="Retrieve"/> <input type="button" value="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 |              |          |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |          |      |                 |                |             |             |               |            |          |           |            |                 |              |           |              |       |          |     |          |     |      |      |           |         |      |       |       |      |   |       |      |       |  |          |     |          |     |      |         |           |         |      |       |       |      |   |       |      |       |  |  |  |  |  |  |  |  |  |  |  |        |      |       |  |  |  |  |
| <table border="1"> <tr> <td colspan="17">Requisition Nbr: 007385</td> </tr> <tr> <td>Note</td> <td>Accounts</td> <td>Item</td> <td>Item Apprv Stat</td> <td>Item Recv Stat</td> <td>Catalog Nbr</td> <td>Description</td> <td>Unit of Issue</td> <td>Unit Price</td> <td>Quantity</td> <td>Sub Total</td> <td>Discount %</td> <td>Discount Amount</td> <td>Freight Elig</td> <td>Freight %</td> <td>Freight Amnt</td> <td>Total</td> </tr> <tr> <td>Accounts</td> <td>001</td> <td>Approved</td> <td>N/A</td> <td>5555</td> <td>Pens</td> <td>BN - Bulk</td> <td>8.00000</td> <td>2.00</td> <td>16.00</td> <td>0.00%</td> <td>0.00</td> <td>Y</td> <td>0.00%</td> <td>0.00</td> <td>16.00</td> <td></td> </tr> <tr> <td>Accounts</td> <td>002</td> <td>Approved</td> <td>N/A</td> <td>6666</td> <td>Pencils</td> <td>BN - Bulk</td> <td>8.00000</td> <td>2.00</td> <td>16.00</td> <td>0.00%</td> <td>0.00</td> <td>Y</td> <td>0.00%</td> <td>0.00</td> <td>16.00</td> <td></td> </tr> <tr> <td></td> <td>Total:</td> <td>0.00</td> <td>32.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> |                    |                  |                      |                |                             |                 |                      |              |          |                        |            |                 |                 |                   |              |          | Requisition Nbr: 007385 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Note | Accounts | Item | Item Apprv Stat | Item Recv Stat | Catalog Nbr | Description | Unit of Issue | Unit Price | Quantity | Sub Total | Discount % | Discount Amount | Freight Elig | Freight % | Freight Amnt | 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 |  |  |  |  |
| Requisition Nbr: 007385  |                    |                  |                      |                |                             |                 |                      |              |          |                        |            |                 |                 |                   |              |          |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |          |      |                 |                |             |             |               |            |          |           |            |                 |              |           |              |       |          |     |          |     |      |      |           |         |      |       |       |      |   |       |      |       |  |          |     |          |     |      |         |           |         |      |       |       |      |   |       |      |       |  |  |  |  |  |  |  |  |  |  |  |        |      |       |  |  |  |  |
| Note   | Accounts           | Item             | Item Apprv Stat      | Item Recv Stat | Catalog Nbr                 | Description     | Unit of Issue        | Unit Price   | Quantity | Sub Total              | Discount % | Discount Amount | Freight Elig    | Freight %         | Freight Amnt | 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   |
|---------------|---|
| <b>Status</b> | <p>The current status of the requisition is displayed.</p> <p>If the status is <b>Pending to be approved</b>, the requisition is not yet a purchase order.</p> <p>If the status is <b>Approved</b>, the <b>PO Nbr</b> field is populated with the assigned purchase order number.</p> |



## Back Cover