To reject a requisition:

Navigate to your approval folders by clicking the Orders & Documents fly-out menu (3 papers icon). Select the Approvals sub-menu and click the My Approvals link.

Open the appropriate shared folder by clicking the ‘twisty’ to the left of the folder name. Click the ‘Assign’ button to the right of the Requisition information to assign it to yourself.

Once the requisition is assigned to you, it will be added to your ‘My PR Approvals’ folder and lets other approvers in your folder queue know that you have taken ownership of that requisition.
From the “My PR Approvals” folder, click the Requisition number to open and view it.

From the available actions dropdown box, select the “Reject Requisition” option and click the Go button.

A pop up box will appear offering the opportunity to add a note regarding why the requisition is being rejected.

**NOTE:** Rejecting a requisition means that requisition is dead. The requisitioner will need to copy it to a new cart to place the order again.

Once you are finished adding any information, click the Reject Requisition button.