

Delete Requisition (Banner)

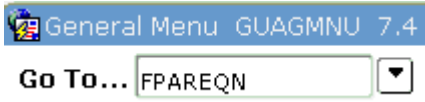
Finance → Purchasing


This form is used to remove a purchase requisition prior to approval.

FPAREQN Form

Log into Banner and do the following:

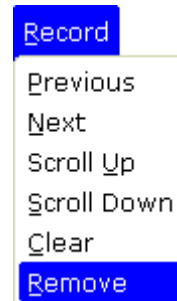
- Type *FPAREQN* in the **Go To** field, and press <Enter>.



- Enter the requisition number including an *R* as the first character, then click on the **Next Block**  icon.

The information you originally entered is displayed.

- Go to the **Record** menu and click on the **Remove** icon.

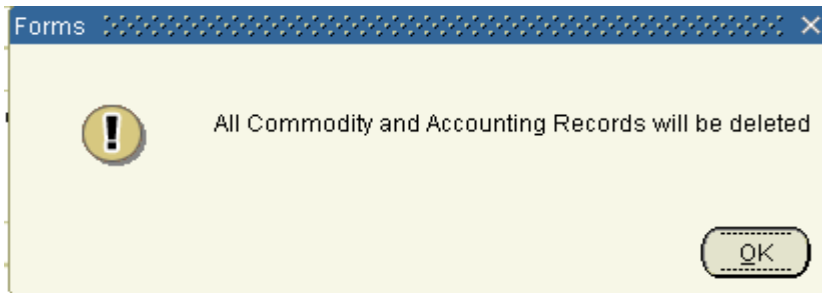


In the bottom left-hand corner of the screen, the following message is displayed:

Press Delete Record again to Delete this record.

- Repeat **Record** and **Remove** process a second time to complete the deletion of the requisition.

A pop-up box indicating the requisition will be deleted is displayed.



- Click on the **OK** button.

In the bottom left-hand corner, the following message is displayed.

Deletion of Requisition is completed

Refer to:

- Log into Banner
- Deny Requisition
- Enter Changes to Existing Requisition

