How do I Return or Reject a Requisition as an Approver?

Tell Me

1. To **Reject** a requisition, click on the requisition number, select Assign to myself from the Available Actions drop-down menu, and click Go.

![Available Actions Menu]

2. Once you have **Assigned** the requisition to yourself and opened the requisition, the number of **Available Actions** in the drop-down menu will increase, including the option to **Reject the Requisition**.

3. Click the Assign link to the right of the dollar amount of the requisition to be rejected.
4. The requisition will now show in the My PR Approvals folder.
5. Click on the requisition number to open the requisition.
6. Select **Reject Requisition** from the Available Actions drop down and then click Go.

Also, reference the **Returning a Requisition** and **Rejecting a Requisition** instructions in the 49er Mart training in Canvas.

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**Related FAQs**

- How do I order from a supplier who is not in 49er Mart?
- How do I Return or Reject a Requisition as an Approver?
- How do I return items in 49er Mart?
- How do I delete a duplicate receipt entered in 49er Mart?
- How do I correct “over-receiving” in 49er Mart?