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**.

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**.

![Available Actions](image)

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

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?