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.

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

Related FAQs

- How do I procure and pay for a rental car in 49er Mart?
- How do I return items in 49er Mart?
- How do I retrieve a Purchase Order that has “disappeared” from “My Orders” in 49er Mart?
- How do I order from a supplier who is not in 49er Mart?
- How do I access the Amazon Punch-out Catalog training materials?