

## DELETING A REQUISITON: FPAREQN (Prior to Completion of the Requisition)

 Log in to Banner through the PCC website: <u>https://pasadena.edu/business-administrative-services/its/banner-links.php</u>

INFORMATION TECHNOLOGY SERVICES

## LancerPoint / Banner Menu

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• Main Dashboard → Type in code: FPAREQN

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• Press Enter on the keyboard and it will bring you to the following page:

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• Fill in the **Requisition #** and Click **Go**.

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• Click Delete twice to confirm deletion of the Requisition at the upper right corner of the page.

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## DELETING A REQUISITON: FOADOCU (In Complete status)

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• Click **Deny Document** to the right. The submission will be denied and goes back to your queue.

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• Refer to the steps in **DELETING A REQUISITON: FPAREQN** (Prior to Completion of the Requisition) to delete Requisition.

**DELETING A REQUISITON:** Contact a **Purchasing staff** if the Requisition is in **A** "Approved" status for request to close/delete of the Requisition.