

Requisition Status/Budget Status/Available Actions

Requisition Status	Budget Status	Actions Available	Notes/Recommended Requester Action
Pending	Not Chk'd	Cancel Requisition Check Budget Copy Requisition Edit Requisition View Approvals	Contact Approver (Supervisor/Department/Category): Select and 'GO' to 'View Approvals'. Click on pending approver's name to link to approver contact information.
Approved	Valid	Cancel Requisition Copy Requisition Edit Requisition View Approvals	Wait for PO: Requisition has been routed to Purchasing department worklist. If inordinate amount of time has transpired, email a detailed inquiry, referencing requisition number, to Purchasing .
PO(s) Created	Valid	Copy Requisition View Approvals	View Requisition Lifespan to obtain PO number.
Open	Not Chk'd	Cancel Requisition Check Budget Copy Requisition Edit Requisition	Review and Submit requisition for approval.
See Lines	Not Chk'd	Cancel Requisition Check Budget Copy Requisition Edit Requisition View Approvals	Review Line Statuses: All lines of requisition must be approved to move the requisition forward. Select and 'GO' to 'View Approvals' to obtain approver contact information.
Approved	Not Chk'd	Cancel Requisition Check Budget Copy Requisition Edit Requisition View Approvals	Pending Budget Check: Requesters can wait for hourly budget check batch process OR perform Manual Budget Check .
Denied	Not Chk'd	Cancel Requisition Check Budget Copy Requisition Edit Requisition View Approvals	View Supervisor Comments: Select and 'GO' to 'View Approvals' to view supervisor comments/reason denied. Communicate with supervisor regarding further action. Do not contact Purchasing or Accounts Payable departments.
Partially Received	Valid	Change Request Copy Requisition Receive Order Return to Vendor View Approvals	Continue Entering Receipts: For 'Amount Only' POs, determine if department needs remaining amount OR if department can decrease PO to disencumber funds.
Approved	Error	Cancel Requisition Check Budget Copy Requisition Edit Requisition View Approvals	Perform Department Budget Query: Requesters should verify budgets PRIOR to creating requisitions to avoid budget errors. Contact Budget Office to secure additional funds, if necessary, (see also Other Useful Queries).
Received	Valid	Change Request Copy Requisition Receive Order Return to Vendor View Approvals	Payment Process Complete: Requesters can obtain the CUNY check number remitted to the vendor, by running the " PO with/without Voucher by Department " query, (see Other Useful Queries for query syntax and parameters).
PO(s) Dispatched	Valid	Change Request Copy Requisition Receive Order Return to Vendor View Approvals	Enter Receipts: This is the key status where the receipt process begins. PO must be dispatched to successfully enter receipts, (see also Create Receipt).