Requisition Status Meanings

You can use the status meanings below to see where your requisition is located in the Approval Queue

- Analysis In Progress Awaiting approval by Purchasing
- Approval In Progress Awaiting approval by Approver, Budget, Title I, or Fine Arts
- o Entered Not submitted for approval (Saved Cart)
- Not Approved With a Pre-defined Reason The requisition was rejected by an approver other than Purchasing (After items are corrected resubmit using the Maintain Cart feature)
- Not Released With a Pre-defined Reason The requisition was rejected by Purchasing (After items are corrected resubmit using the Maintain Cart feature)
- Ready To Send The requisition was approved and assigned a Purchase Order (P.O.) Number
- Released Requisition has been approved and waiting to be printed
- Revised (Not Sent) Some of the requisition lines could have been deleted, modified, or received
- Sent Purchase Order has printed
- Voided with A Pre-defined Reason Requisition was canceled/ the requisition will have to be entered again