Denied Requisitions – Cancel and Budget Check

Requisitions that are in denied status that are not going to be resubmitted for approval need to be Canceled and Budget Checked. Canceling and Budget Checking releases the encumbrance.

You can review Denied requisitions using the Manage Requisitions screen. This screen is found under the eProcurement tab on the OU Homepage. You can search for Denied Requisition by changing the Request State to Denied and clicking the Search button. This will bring up any Denied Requisitions that you have access to.

Choose Check Budget from the dropdown menu and click Go. This will Budget Check the requisition and release the encumbrance.