

# APPROVALS – RETURN TO REQUISITIONER

Last Updated on: 7/26/2009

East Carolina UNIVERSITY Approvals - Requisitions

Search for PR No. [ ] Go

requisition requisition outlook

+ Click to filter requisitions

Show requisition details

Assign Substitute Apply Action to Selected PR(s) Approve/Complete Go

- My PR Approvals

Results per page 10 Requisitions Found: 1 Page 1 of 1

Requisition No.	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
315398 view	Active	Normal	7/10/2009 4:18 PM	Vickie Stowe	24.10 USD	Approve	<input type="checkbox"/>

Assign Substitute Apply Action to Selected PR(s) Assign Go

- Organization: 230602 (AF Central Receiving and Warehouse): (All Values)

Results per page 10 Requisitions Found: 6 Page 1 of 1

Requisition No.	Approver	State	Priority	PR Date/Time	Requisitioner	Amount	Action	Select
318387 view Resubmitted requisition		Not Assigned	Normal	7/22/2009 9:02 AM	Brenda Cherry	345.00 USD	Assign	<input type="checkbox"/>
316176 view	Chuck Boulineau	Assigned	Normal	7/14/2009 3:37 PM	Vickie Stowe	123.40 USD		<input type="checkbox"/>
316167 view		Not Assigned	Normal	7/14/2009 3:24 PM	Vickie Stowe	4,950.00 USD	Assign	<input type="checkbox"/>
315398 view	Bridget Brown	Assigned	Normal	7/10/2009 4:18 PM	Vickie Stowe	24.10 USD		<input type="checkbox"/>
315396 view		Not Assigned	Normal	7/10/2009 4:17 PM	Vickie Stowe	13.01 USD	Assign	<input type="checkbox"/>
315395 view		Not Assigned	Normal	7/10/2009 4:14 PM	Vickie Stowe	34.56 USD	Assign	<input type="checkbox"/>

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1. The following steps will show how to return a requisition to the requisitioner for changes to be made to the document. Click on the requisition # in My PR Approvals folder.

East Carolina UNIVERSITY Summary - Requisition 315398

Search for PR No. [ ] Go

requisition requisition outlook

Available Actions: Approve/Complete Step Approve/Complete Step Return to Shared Folder Place PR on Hold Return to Requisitioner Forward to ... Add Comment Copy to New Cart Go

Requisition PR Approvals PO Preview Comments History

Summary FOAPAL / Ship Codes Supplier Info Taxes/S&H

Hide header

General	Internal Info	Order Info
<p>Priority: Normal</p> <p>Department: AF Materials Management</p> <p>Prepared by: Vickie Stowe</p> <p>Cart Name: 2009-07-10 stowev 01</p> <p>Accounting Date: no value</p> <p><b>Bill To</b> East Carolina University Accounts Payable 120 Reade St. Fin. Srv. Bldg. Greenville, NC 27858-4353 United States</p>	<p><b>Internal Note</b> Business Purpose / Note to Approvers State Exempt: None of the Above Internal attachments add attachment...</p>	<p><b>Order Info</b> Backup Required: X Backup Type: None Pricing Ref #: no value Special Instructions: None Notes to Suppliers: no note Attachments for all suppliers add attachment... PO Clauses: 100 NC T&amp;C 200 Funds 300 ECU PO conditions view all clauses - (3)</p>

FOAPAL / Ship Codes

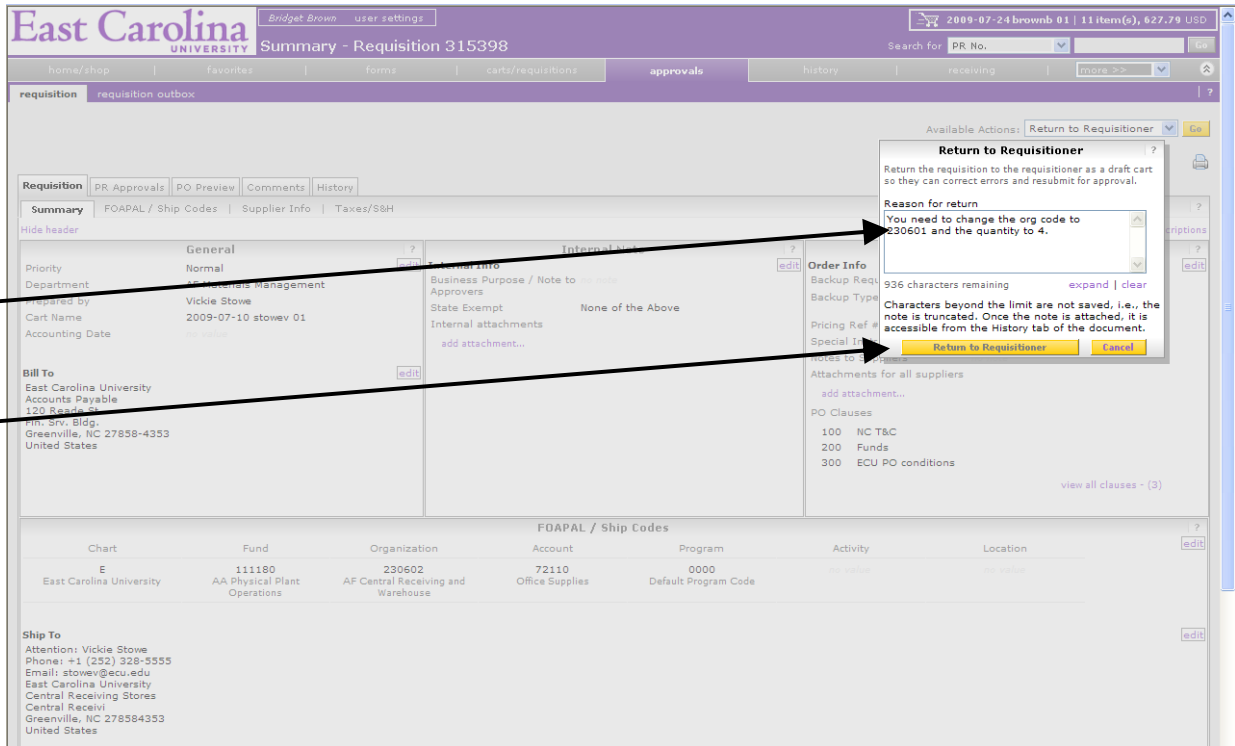
Chart	Fund	Organization	Account	Program	Activity	Location
E	111180	230602	72110	0000	no value	no value
East Carolina University	AA Physical Plant Operations	AF Central Receiving and Warehouse	Office Supplies	Default Program Code		

**Ship To**  
Attention: Vickie Stowe  
Phone: +1 (252) 328-5555  
Email: stowev@ecu.edu  
East Carolina University  
Central Receiving Stores  
Central Receiving  
Greenville, NC 27858-4353  
United States

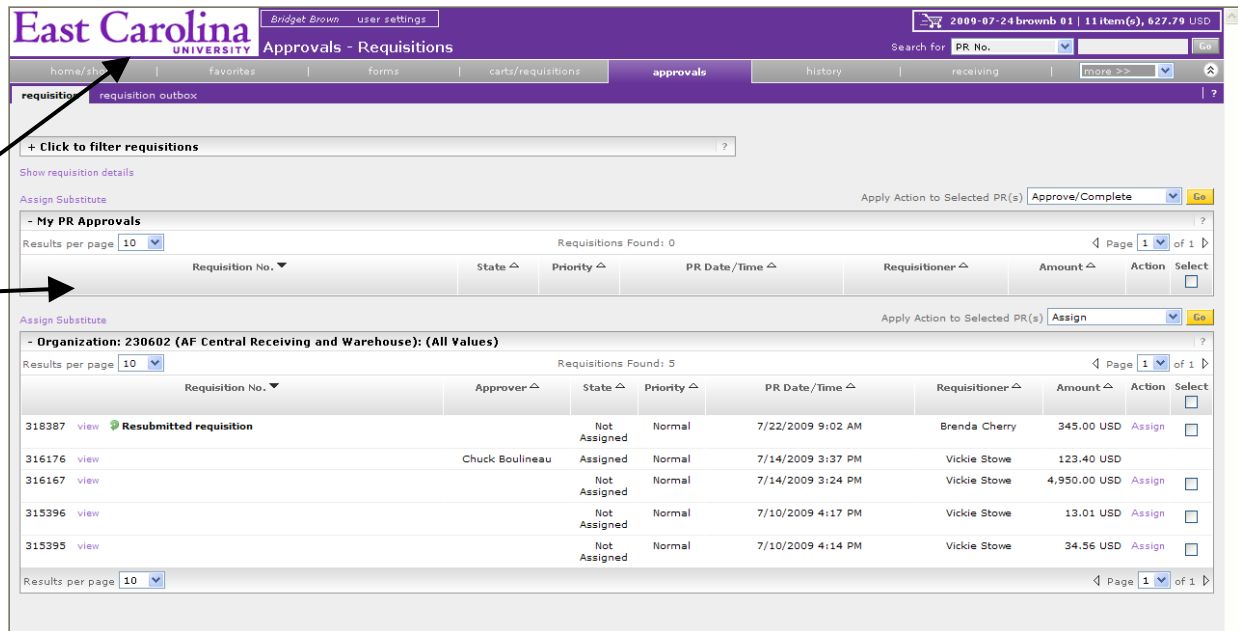
2. Select **Return to Requisitioner...** as the **Available Actions**.
3. Click on the **Go** button.

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4. Enter a detailed reason for returning requisition back to requisitioner.
5. Click the **Return to Requisitioner** button.



6. Notice that the requisition is not listed in **My PR Approvals** folder.
7. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.