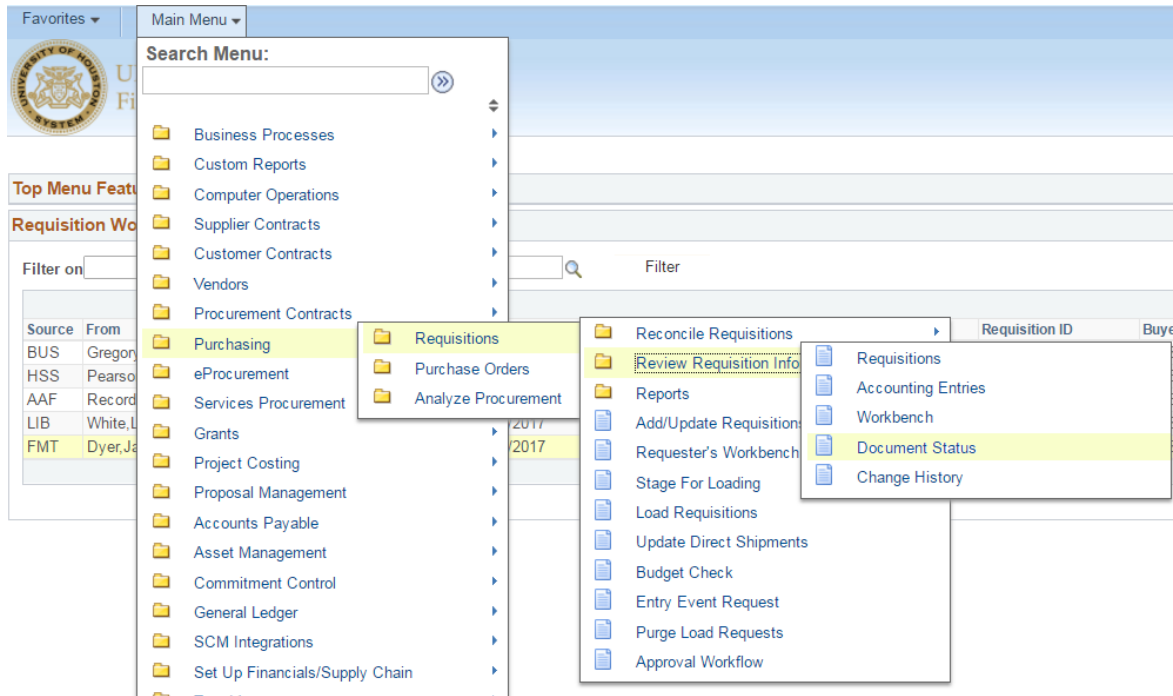


# Checking the status of a requisition or view the P.O.

PeopleSoft, then purchasing, requisition, review requisition information, documents status (see below).



Enter requisition number and Search.

## Requisition Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Business Unit: = ▼ 00784 1

Requisition ID: begins with ▼ 0000017558

Requisition Status: = ▼

Requisition Date: = ▼

Origin: begins with ▼

Requester: begins with ▼

Description: begins with ▼



Case Sensitive 2



Search Clear Basic Search Save Search Criteria

If the req. was processed, the P.O. number will be included.


## Document Status

Business Unit: 00784 Req ID: 0000017558  
Document Date: 05/10/2017 Status: Approved  
Currency: USD Document Type: Requisition  
Requester: Davidson, Gerrelyn Rayshell Merchandise Amt: 8,076.78  
Budget Status: Valid

**Associated Document** Personalize | Find | View All |   First 1 of 1 Last

Documents	Related Info						
Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
00784	Purchase Order	0000015750	Dispatched	05/16/2017	0000007713 	V	

PO Number

 Return to Search