
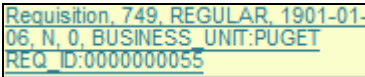
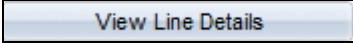

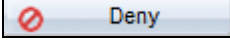
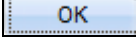
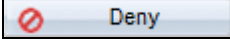



## Denying a Requisition

Step	Action
1.	Click the <b>Worklist</b> link. 
2.	Click the <b>Requisition, 749, REGULAR, 1901-01-06, N, 0, BUSINESS_UNIT:PUGET</b> link. 
3.	Click the <b>View Line Details</b> button. 
4.	Click the <b>Close</b> button. 
5.	Click the <b>Deny</b> button. 
6.	Click the <b>OK</b> button. 
7.	Enter the desired information into the <b>Enter Approver Comments</b> field. Enter a valid value e.g. " <b>I do not approve this requisition. A comment is required when denying a requisition.</b> ".
8.	Click the <b>Deny</b> button. 
9.	Click the <b>Return to Worklist</b> link. 
10.	<p>Congratulations! You just learned how to deny a requisition.</p> <p>For help, contact the Service Desk at <a href="mailto:servicedesk@pugetsound.edu">servicedesk@pugetsound.edu</a> (<a href="mailto:servicedesk@pugetsound.edu">mailto:servicedesk@pugetsound.edu</a>) or 253.879.8585.</p> <p><b>End of Procedure.</b></p>