



Purchase Requisition Status Definitions



Statewide Management, Accounting and Reporting Tool

Requisition Status	Description
Approved	The requisition is approved and can become a purchase order
Canceled	The requisition was entered and saved but was canceled. A canceled requisition can be reopened within a certain number of days as specified for the Purchasing business unit; otherwise, it is closed permanently.
Complete	After the requisition is dispatched on a purchase order, the goods are received and the vendor is paid. A background process identifies the requisition status as Complete. Canceled requisitions are also identified as Complete.
Denied	The requisition is denied in the approval process
Open	The requisition has been entered and saved but not yet submitted, or the receipt has been entered and saved but might have errors
PO(s) Created	The requisition has been placed on a purchase order
PO(s) Dispatched	The requisition has been placed on a purchase order, and the purchase order has been dispatched to the vendor
Pending	The requisition has been submitted and is awaiting approval
Received	The requisition has been placed on a purchase order. The purchase order has been dispatched to the vendor, and the goods have been partially or fully received.