How to Check the Status of Multiple Requisitions by Requester

Navigation: Purchasing>Requisitions>Add/Update Requisitions

1. Click on the "Find an Existing Value" button or enter or select the Requester Name.
2. Click on the Requester Name field and enter "Cook, Robin L".
3. Click the search button to view the requisitions.
A list of Requisitions will then appear at the bottom of the screen:

![Requisition Screen](image)

A list of Requisitions will show at the bottom of the screen. Rearrange this list by clicking on Requisition ID, Requisition Status, Requisition Date, etc. To view a Requisition, Click on the Requisition ID Number.