

How do I reconcile purchase requisition commitments?

When requisitions are created, a requisition commitment is also created. Once the PO is created, the requisition commitment is relieved and a PO commitment is created. If the PO is not in an Approved Status, then the PO commitment will go away and the requisition commitment will return.

- **Incomplete Requisition:** The individual who originally prepared the requisition must either complete (send forward for approval) or delete the requisition in iProcurement.
- **Requisition has not been turned into a PO:** Wait for Procurement Services to create a Purchase Order. Once completed, the requisition commitment will be released.
- **Associated PO has not been approved:** Reapprove the PO associated with the requisition using the Purchase Order Summary form.