

CLOSING REQUISITIONS

Rule #1 – close your agency’s POs and budget check before closing requisitions.

Rule #2 – close your requisitions more often than once a year because:

1. Employee turnover – if the requester’s user ID becomes invalid, you have to change the requester’s name to get it closed.
2. You must budget check to release the pre-encumbrances, but you can’t budget check from a previous biennium (e.g., January 2007).
 - a. For help with budget checking closed requisitions as well as purchase orders, see the *Budget Check Closed PO Checklist*.

Navigation: *Purchasing > Requisitions > Reconciliation Workbench*

Close your agency’s requisitions the same way you close the purchase orders. The only thing that is different is the navigation. See the PO Admin Checklist “Closing Purchase Orders” for detailed instructions.

Common errors encountered on unqualified requisitions:

	<u>Error Message</u>	<u>Solution</u>
1.	<i>The Requisition is associated with a Purchase Order that has not been budget checked.</i>	Close and budget check the PO first before closing the requisition.
2.	<i>Cannot close line with unchecked or error budget line status.</i>	This usually happens when a requisition is tied to a canceled PO with a budget status of “Error.” Submit a list of requisitions with this error to the State Procurement Office.
3.	<i>The Requisition is associated with a Purchase Order that has not been closed.</i>	Similar to #1; close and budget check the PO, then try closing the requisition.