



STATUS OF THE REQUISITION: FOIDDOCH

- Log in to Banner through the PCC website:
<https://pasadena.edu/business-administrative-services/its/banner-links.php>

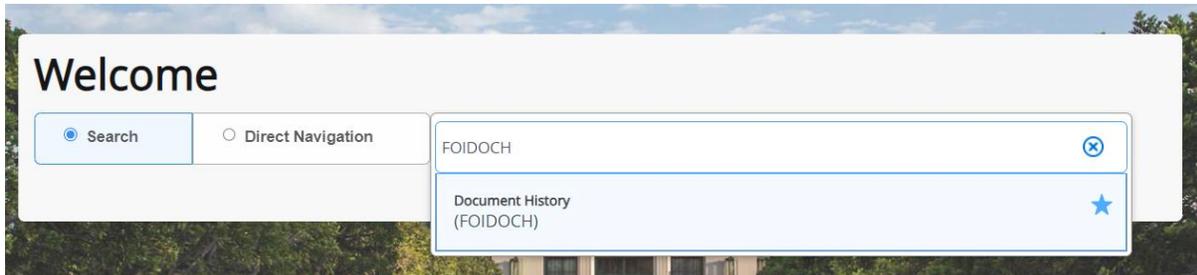
INFORMATION TECHNOLOGY SERVICES

LancerPoint / Banner Menu

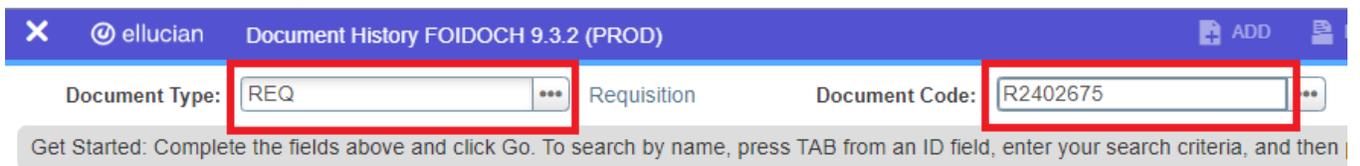
Banner PROD

Banner PROD

- Main Dashboard → Type in code: **FOIDDOCH**



- Press **Enter** on the keyboard and complete the fields:



- Press Go and it will direct you to the following page:

Document Type: REQ Requisition Document Code: R2402675

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Requisition	R2402675		

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- Blank: Incomplete (pending submission from the requestor)
- C: Complete (completed by requestor, pending cost manager(s) approval)
- A: Approve (approved by cost manager(s))