



**DELETING A REQUISITION: FPAREQN** (Prior to Completion of the Requisition)

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

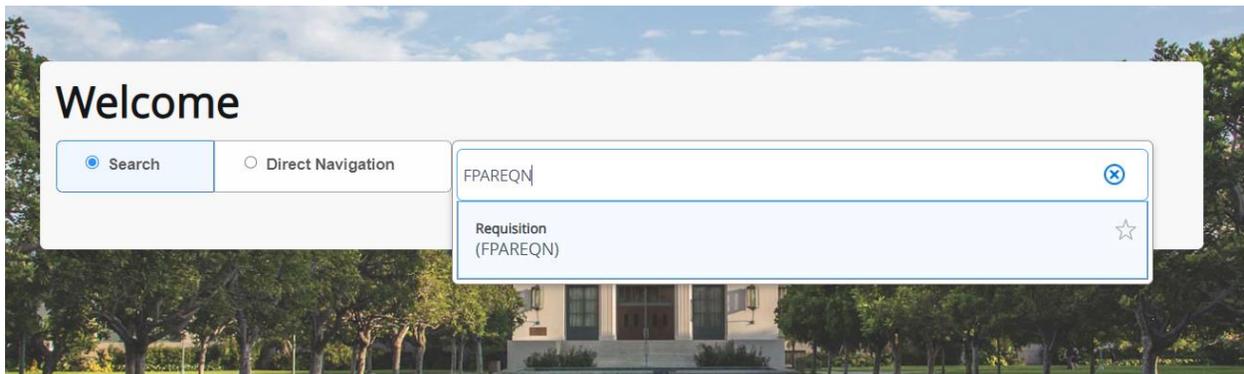
INFORMATION TECHNOLOGY SERVICES

## LancerPoint / Banner Menu

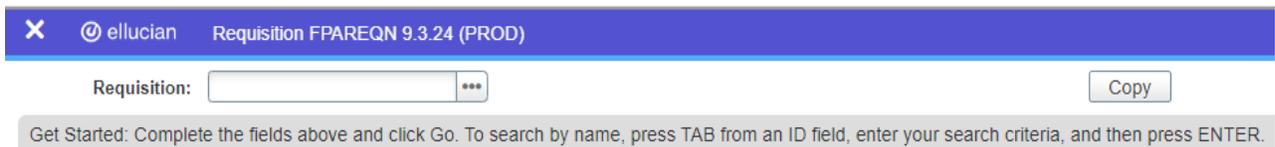
Banner PROD

Banner PROD

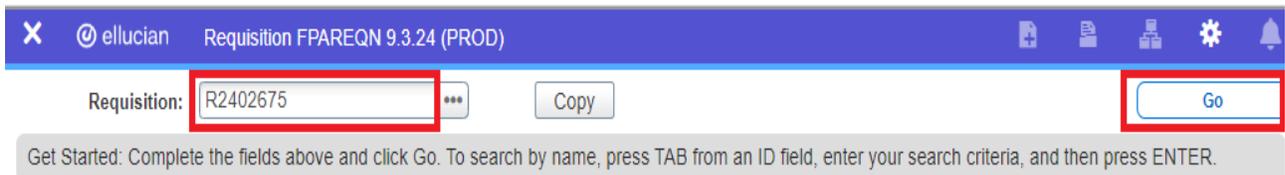
- Main Dashboard → Type in code: **FPAREQN**



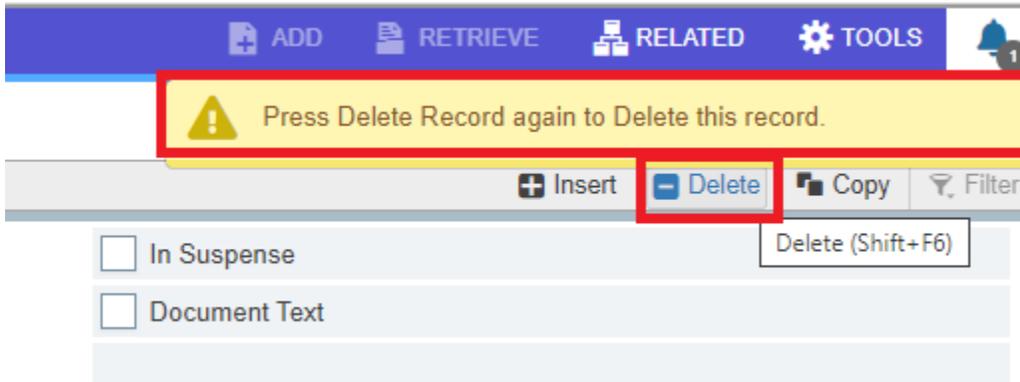
- Press **Enter** on the keyboard and it will bring you to the following page:



- Fill in the **Requisition #** and Click **Go**.

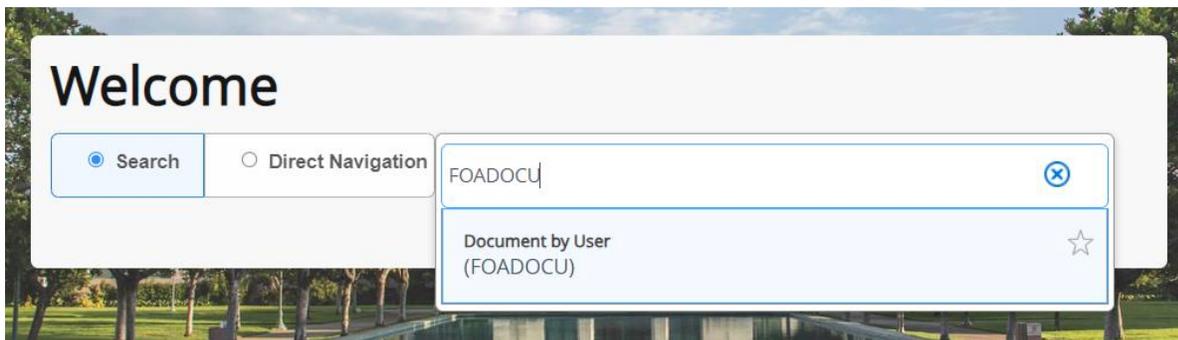


- Click Delete twice to confirm deletion of the Requisition at the upper right corner of the page.

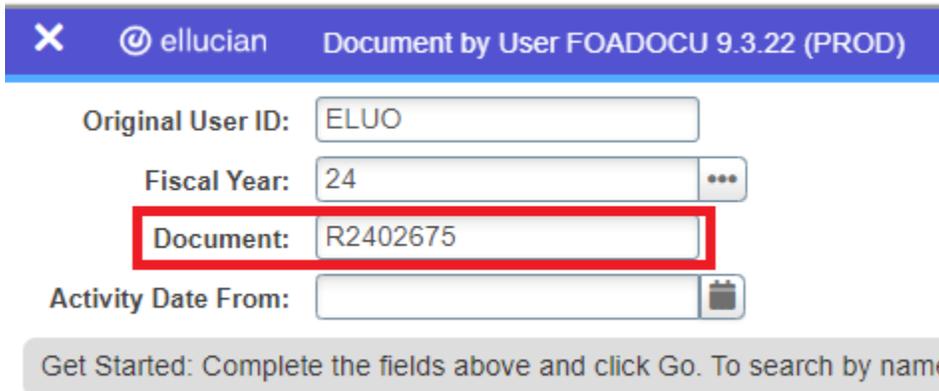


**DELETING A REQUISITION: FOADOCU (In Complete status)**

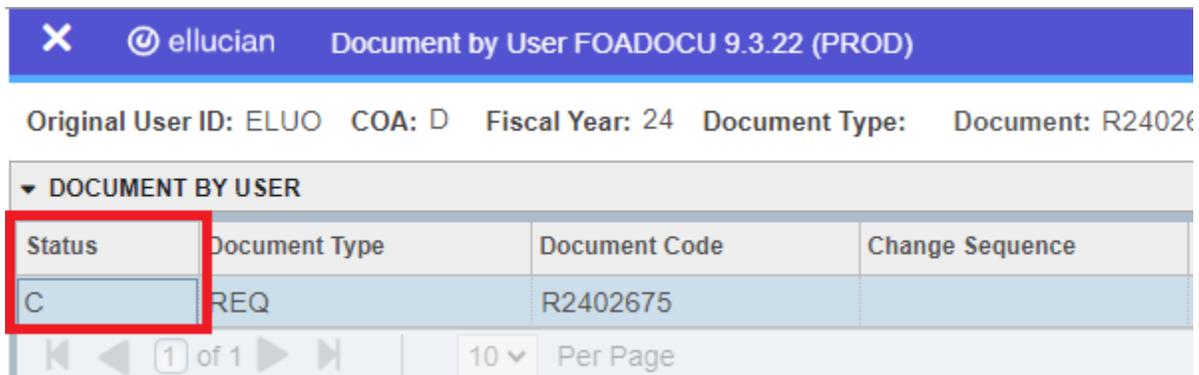
- Main Dashboard → Type in code: **FOADOCU**



- Document:** put in the Requisition # and click **Go** on the upper right corner of the page.



- Review to make sure it's in **C** "Complete" Status.



- Click **Deny Document** to the right. The submission will be denied and goes back to your queue.

Activity Date	Document Amount	Deny Document
03/04/2024	11.03	

Record 1 of 1

- Refer to the steps in **DELETING A REQUISITION: FPAREQN** (Prior to Completion of the Requisition) to delete Requisition.

**DELETING A REQUISITION:** Contact a **Purchasing staff** if the Requisition is in **A** “Approved” status for request to close/delete of the Requisition.