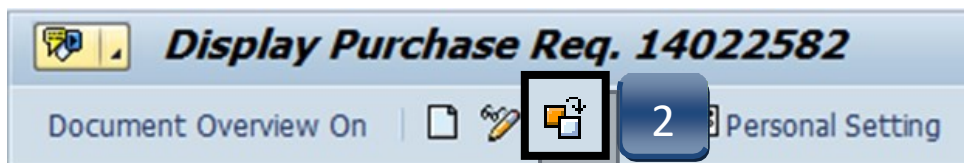
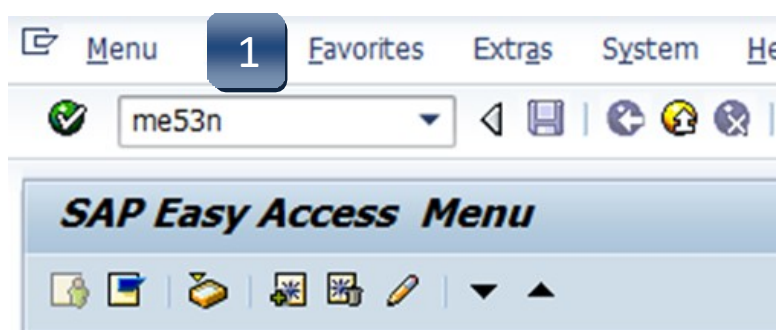


## Check Requisition Status

- STEP 1:** Enter transaction code **ME53N** in main menu search field.  
Press **Enter** on your keyboard.
- STEP 2:** Select **Other Purchase Requisition**.
- STEP 3:** Type number into **Purchase Requisition** field and select **Other Document**.  
Make sure **Purch. Requisition** is selected.



## Check Requisition Status

**STEP 4:** Navigate down to the **Release Strategy** tab.

**STEP 5:** Use the navigation arrows to move between lines and check their status. All lines must complete the workflow and have green checks in their Status column before a Purchase Order will be issued.

Code	Description	Sta...
AM	Account Manager	✓
SP	Sponsored Programs	✓
HM	Hazardous Material	✓
PO	Purchasing Dept	✓



### Tip

- **Completed** stages of the workflow will show a **green check** in the Status column.
- **Pending** stages will show a **yellow triangle**.
- Depending on the GL used, a requisition can travel through other workflows beside the Account Manager and Purchasing. In the example above, Line 10 has been approved by the Account Manager, Sponsored Programs, Hazardous Material, and Purchasing.

## Check Requisition Status

If a Purchase Order has been issued for a requisition, it can be found in the STATUS tab under the Purchasing. Doc. column

The screenshot shows a software interface with several tabs: Material Data, Quantities/Dates, Valuation, Account Assignment, Source of Supply, Status, and Contact Person. The 'Status' tab is selected and highlighted. Below the tabs, there are several fields: Proc.Status (PO created), Ord.Qty (1), AU, Release Completed, and Block ID (Not Blocked). Below these fields is a toolbar with various icons. At the bottom, there is a table with the following data:

Doc.cat...	Purch.Doc.	Ite...	Short Descript.	Quantity	O...
Purchase	4500079313	10	Sch. Line	1	AU



Tip

### LOCAL Requisitions

- If your requisition is a LOCAL and has been approved by the Purchasing Dept. but no PO exists, please call the Office of Procurement & Strategic Sourcing at 245-2521 or email [purchasing@txstate.edu](mailto:purchasing@txstate.edu).
- If emailing, be sure to provide a requisition number so we can investigate.