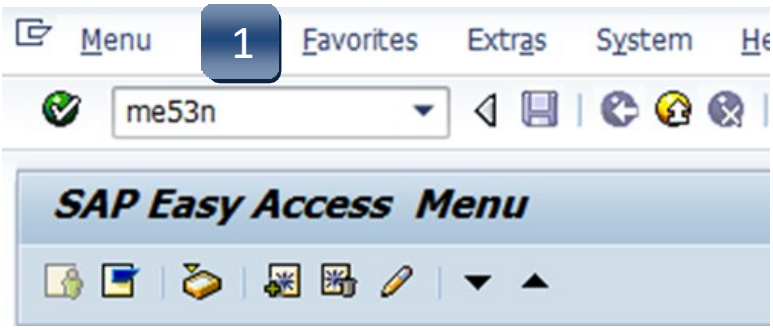
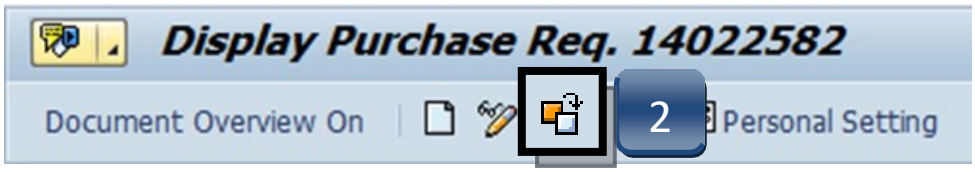
Check Requisition Status

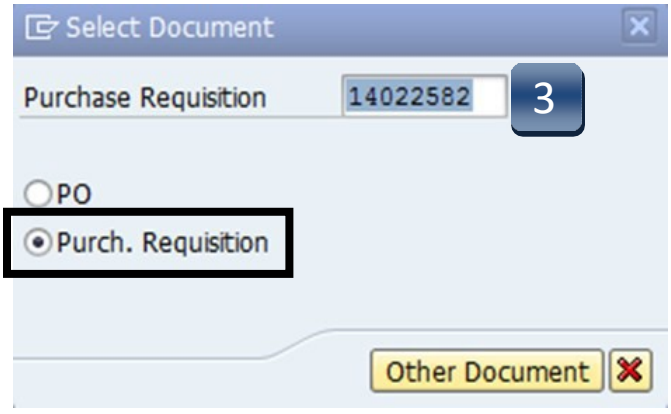
STEP 1: Enter transaction code **ME53N** in main menu search field.
Press **Enter** on your keyboard.

STEP 2: Select **Other Purchase Requisition**.

STEP 3: Type number into **Purchase Requisition** field and select **Other Document**.
Make sure **Purch. Requisition** is selected.



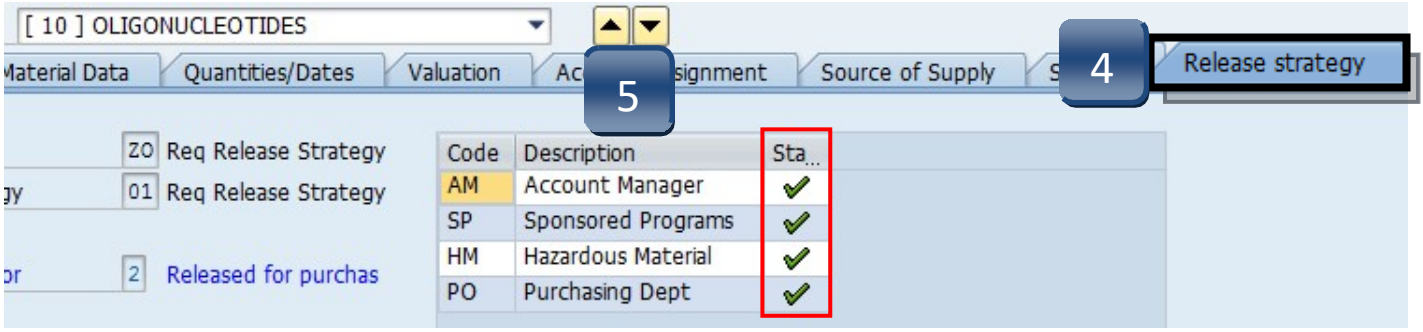




Check Requisition Status

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.

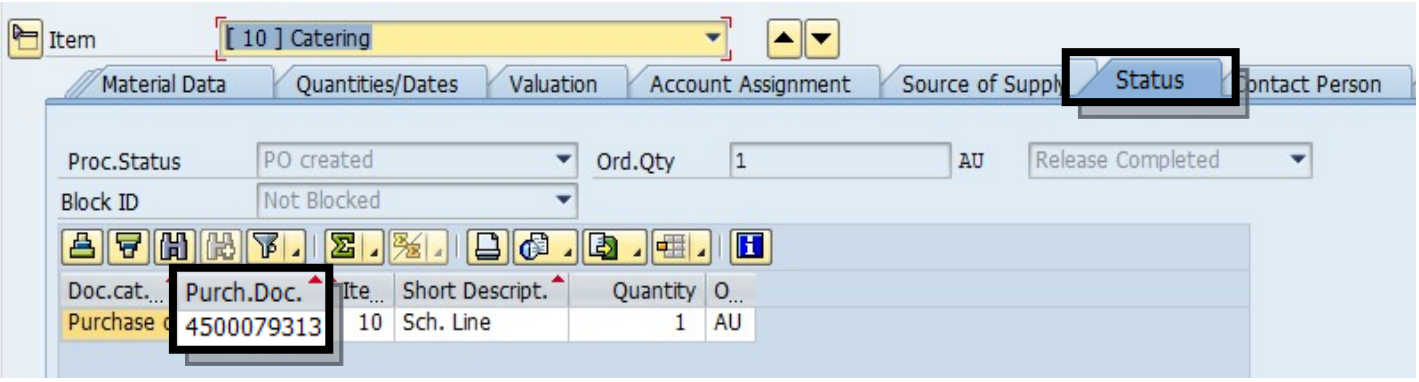


Tip

- **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



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 University Procurement Services at 245-2521 or email purchasing@txstate.edu.**
- **If emailing, be sure to provide a requisition number so we can investigate.**