
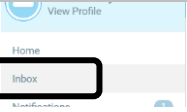
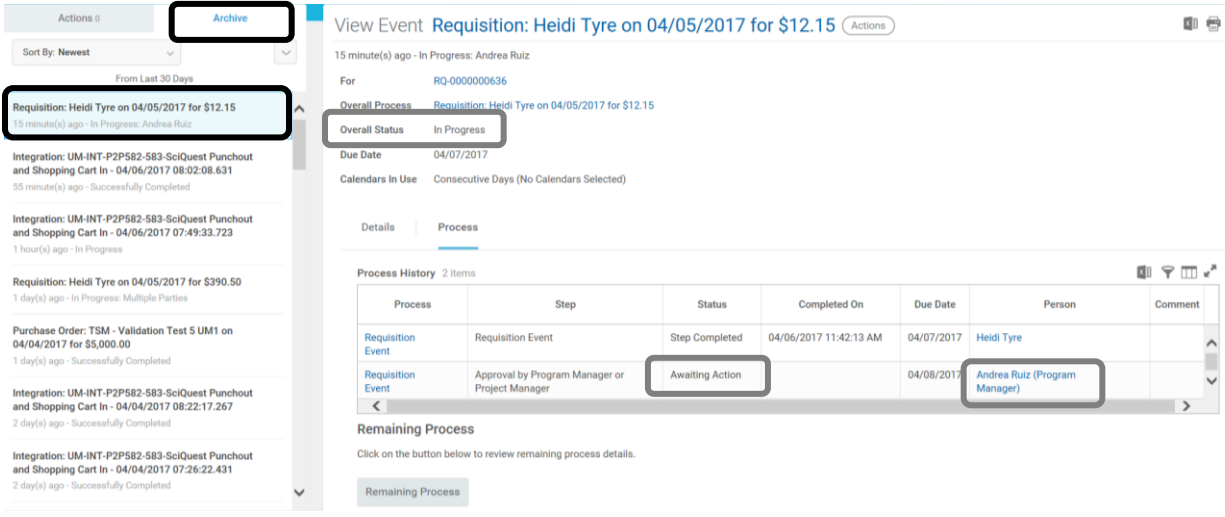


Checking the Status of a Purchase Requisition in Workday

<http://workday.miami.edu>

Checking the Status of a Requisition	
1. Click the cloud icon .	
2. Click Inbox .	
3. Click the Archive tab.	
4. Select the related requisition.	
5. Review the Overall Status and Person pending approval <ul style="list-style-type: none"> • In Progress – submitted and pending at least 1 approver • Successfully Completed – submitted and completely approved • Denied – the order can't be viewed, edited or recovered 	



View Event Requisition: Heidi Tyre on 04/05/2017 for \$12.15

Overall Status: **In Progress**

Process	Step	Status	Completed On	Due Date	Person	Comment
Requisition Event	Requisition Event	Step Completed	04/06/2017 11:42:13 AM	04/07/2017	Heidi Tyre	
Requisition Event	Approval by Program Manager or Project Manager	Awaiting Action		04/08/2017	Andrea Ruiz (Program Manager)	