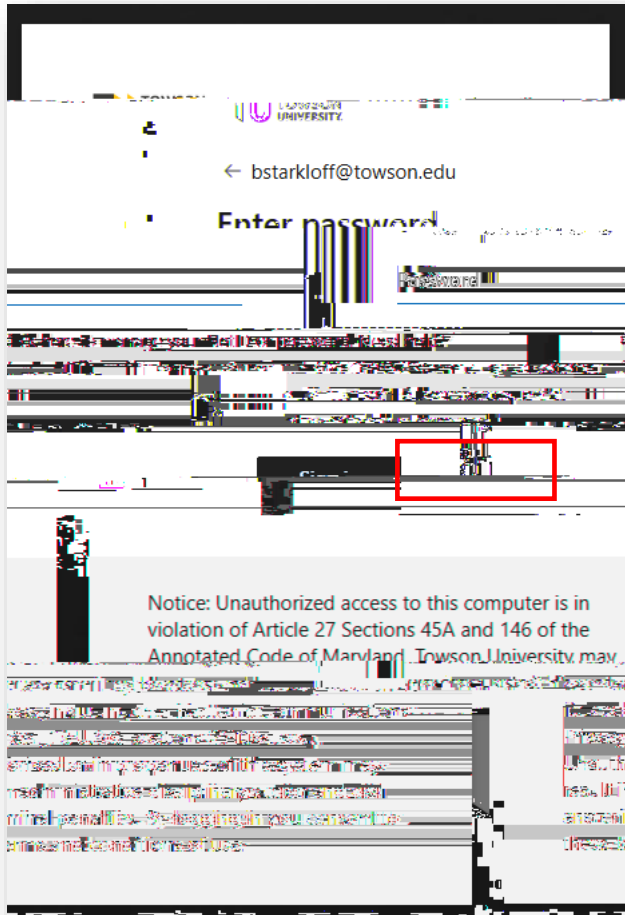


# How To Withdraw a Requisition

*Complete the following steps to withdraw a requisition.*

Log into [Stratus Financials](#) using Company Single Sign-On.



Navigate to the Procurement tab and select Purchase Requisitions (New).



If you want to withdraw a requisition that is pending approval, select it from My recent requisitions:

