REVIEWING THE STATUS OF A REQUISITION
In PeopleSoft Financials

1. After logging in to PeopleSoft Financials, navigate to Document Status:
   *Purchasing -> Requisitions -> Review Requisition Information -> Document Status*

2. On the search screen, provide the requisition number or enter the requester for a list of requisitions. Then press the **Search** button to continue.

3. The resulting screen shows you requisition status and the subsequent documents associated with the requisition:

4. Press the **Return to Search** button if you would like to look at another requisition’s status.