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**
   - 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

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![View Event Requisition: Heidi Tyre on 04/05/2017 for $12.15 (Actions)](image)