Check Requisition Status

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

![Image of SAP Easy Access Menu with transaction code ME53N entered.](image)

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

![Image of display purchase requisition screen.](image)

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

![Image of select document screen with Purch. Requisition selected.](image)
**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.

- **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.

If your requisition is a LOCAL and has been approved by the Purchasing Dept. but no PO exists, please call the Office of Procurement & Strategic Sourcing at 245-2521 or e-mail purchasing@txstate.edu.

If e-mailing, be sure to provide a requisition number so we can investigate.

Tip

LOCAL Requisitions