How to View the Status of a Requisition

If a requisition has been entered into Banner by a department and you want to see the status of that requisition, go to Banner page FOIDOCH. Put ‘REQ’ in the Document Type box and then enter the requisition number in the Document Code box.  Select Go.

The requisition can have the following statuses on it:

C – You have completed the requisition, but the Controller’s Office has not approved it yet.

A – The Controller’s Office has approved the requisition

X – The requisition has been cancelled

Blank status- either it has been disapproved by the Controller’s Office OR the department user forgot to hit complete when entering the requisition.

If the Controller’s Office has disapproved it, PLEASE go to Banner form GUAMESG to view the message for the disapproval.

(See “How do I know my Requisition was Disapproved” document for further detail)