1. Search for My Requisitions and select or choose it from the Worklets on the Home page.

2. If requisition is not on report (100 limit), click on “View More Details…”

3. Enter at least one appropriate search criteria. Tip: To view all user requisitions except closed or cancelled, select Company as Florida Atlantic University.

4. Click OK to execute search.

5. Locate requisition from Search Results

   Click on magnifying glass to view the document or perform related actions on the Requisition or Purchase Order.