**1. SCOPE:**

- This procedure discusses the process used to CHANGE A PURCHASE REQUISITION.

**2. RESPONSIBILITY:**

- Purchasing Clerk

**3. APPROVAL AUTHORITY:**

- Executive Purchasing/Budget Director

_____

**4. DEFINITIONS:**

- SLPS – Saint Louis Public Schools

- SAP – Information system used by SLPS

**5. PROCEDURE:**

## Change Purchase Requisition – ME52N

**5.1.** Click in the **Command Field,** type **ME52N** and then press the **Enter** key.

**Note:** The **Change Purchase Requisition Screen** is displayed with the last requisition you worked with.

**5.2.** Located in the upper left hand corner of the screen, click Purchase Requisition then select Other Requisition Shift+F5 (other purchase requisition) item to change the requisition.

**5.3.** Enter the **Requisition Number** in the **Requisition Number** field, or click requisition number (search help) button to search for the desired purchase requisition. e.g. **10051919**

**Note:** There are additional fields in this screen that if not known, can help you locate a particular requisition.

**5.4.** Click on the Other Document (other document) button.

**Note:** The Requisition is displayed.

**5.5.** The following steps are needed if any changes have been made to a requisition:

**5.6.** Make any necessary changes to the requisition.

**Note:** Any grayed out fields are not subject for changes.

**5.7.** Click ✅ (enter) button.

**5.8.** Click 🔀 (check) button to check the requisition for possible errors.
**Note:** Correct any errors if applicable and then check the requisition again. Repeat until all errors have been cleared.

**5.9.** Click 💾 (save) button.

## 6.  RECORD RETENTION TABLE:

| Identification | Storage | Retention | Disposition | Protection |
|---|---|---|---|---|
| SAP Issued | Computer | | Discard as desired | Password protected |

## 7.  REVISION HISTORY:

| Date: | Rev. | Description of Revision: |
|---|---|---|
| 12/01/08 | A | Initial Release |

**\* \* \* E n d   o f   p r o c e d u r e \* \* \***