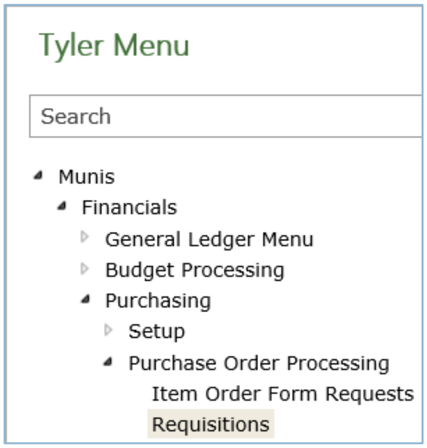
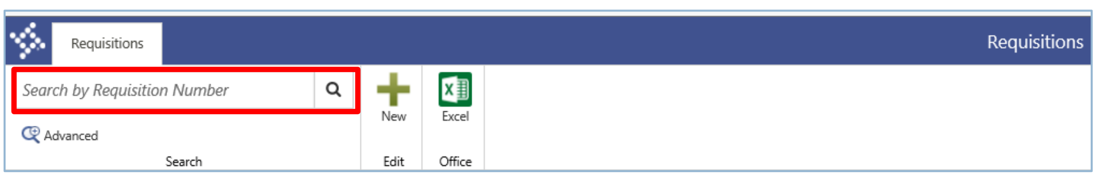
REJECTED PURCHASE ORDER REQUISITION

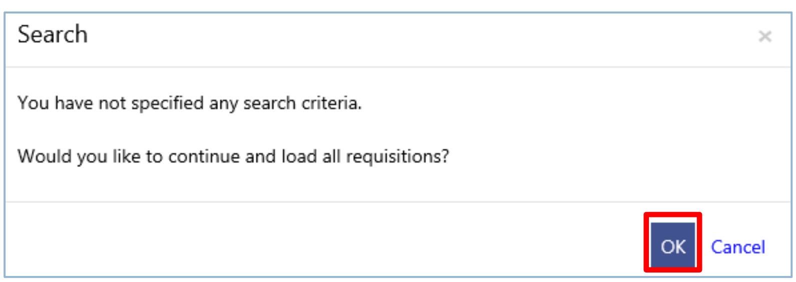
1. If you receive an email stating your purchase order requisition has been rejected, go into "Requisitions". From the Tyler Menu, go to Financials>Purchasing>Purchase Order Processing>Requisitions. The most common reasons for rejections are: wrong/missing vendor, wrong account line, wrong price, missing description, or missing documentation.



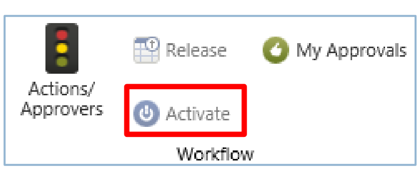
2. Enter the requisition number to open a particular requisition. To see a list of all requisitions, leave the field blank. Click on the requisition that needs to be corrected.



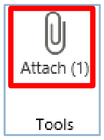
3. At the pop-up box, click on "OK" to continue.



4. After the requisition is opened, click "Activate" and make corrections.

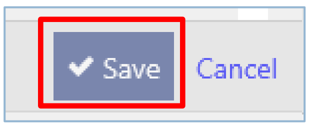


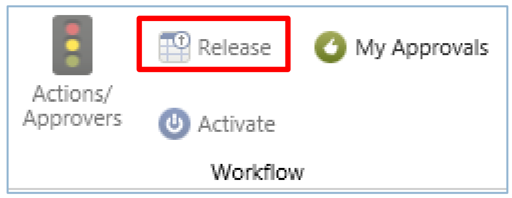
5. If the rejection is for missing documentation, click on the “Attach” icon, and attach the documentation either by importing or by scanning directly into Tyler Content Manager (TCM).



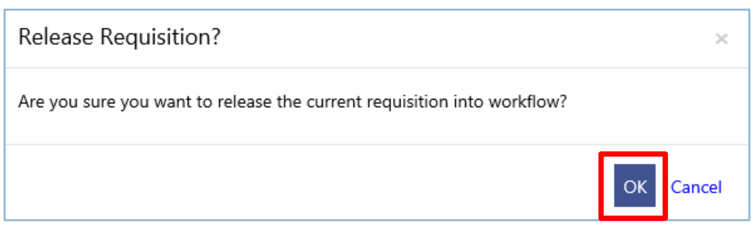
6. If the rejection is for missing or incorrect data, tab to that field, and update the information accordingly.

7. After all corrections have been made, click “Save” in the bottom right corner and then click “Release” at the top of the screen.





8. The following pop-up box will appear; click OK.



9. The PO requisition has been sent to the finance department. You should receive an email within 2 hours that your PO request has either been approved or rejected. If you get a rejection email again, go back and repeat these steps listed here.