

Title:		Contents:	P-0400
CANCELLATION OF REQUISITION		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Policy:

The cancellation of a departmental requisition shall require department's concurrence and the Purchasing Agent to document the specific reason(s) for the cancellation.

1. **Cancellation by the department:** Cancellation of a requisition by the department should be on the basis of a written cancellation notice. Verbal cancellation may be accepted by the Purchasing Agent in order to suspend the purchasing process but should be followed up by written cancellation notice from the department.

2. **Cancellation by the Purchasing Agent:** Cancellation of a requisition initiated by the Purchasing Agent requires the notification and concurrence of the department. This is best accomplished by giving notice to department by telephone, followed up by a written cancellation.

3. **Cancellation by the Purchasing Agent as a "last resort":** A last resort example would be the failure of department to respond to an inquiry for additional information in a timely manner (failure to obtain a response after multiple attempts). Last resort cancellations do not require the department's concurrence.

4. **Cancellation from the bid solicitation:** When a requisition is cancelled during or after a bid solicitation process, the Purchasing Agent must cancel the items from the bid and indicate the reason(s) for the cancellation in CAMIS.