

# *Shasta County Office of Education*

## *Deleting Requisition Items*

---

If your vendor requisition has not yet been saved (a requisition number has not been assigned) and you are trying to delete an item, you must first Save/Close the requisition first. The software does not recognize that the requisition exists until it has been saved. Once you have saved the requisition, open it from the List tab. Select the item to be deleted and press the Delete button. Items to be deleted will appear with a strikethrough line. The item will be deleted when the requisition is saved or submitted.

If you are unable to delete an unwanted line item following the instructions above contact Applications Support at 225-0228 for assistance.