

Guideline for Requesters to Submit RCOs

A step-by-step guide on how to submit an RCO in
Oracle



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Change requests (RCOs) are a useful tool for requesters to make changes to a requisition after it's already been processed as a Purchase Order (PO). Below are some examples for why an RCO would be submitted:

1. PO included a service charge that was an estimate, and the contractor invoiced us for less than the full estimated amount.
2. Anticipated materials were ordered on a PO for a project, but the contractor ended up not needing them.
3. Option goods and services were ordered, but the department later chose not to use them.
4. Lines from old POs where all goods and services were received need to be closed from previous fiscal years.

Once an RCO is submitted, it will go to the buyer assigned to the PO, who will then conduct a review to see if the RCO can be processed. Other steps may need to be taken on the buyer's end before they approve the RCO (issuing a Notice of Cancellation, Certificate of Completion, etc.).

The following slides will go over how to add funds, reduce funds, and cancel funds via an RCO.



How to add/reduce funds via RCO



Step 1. Click on “SDSU PO Requestor” then click on “iProcurement Home”.

SDSU

Instance: finprd

Logged In As KLKIKUCHI@SDSU.EDU
Last Login 09-Jan-2025 09:50

Home

Navigator

- Application Diagnostics
- iAssets User
- Internet Expenses
- Payables Inquiry
- Receivables Inquiry
- SDSU Fixed Assets Inquiry
- SDSU GL Inquiry
- SDSU PO Inquiry
- SDSU PO Requestor** 

SDSU PO Requestor

- Notifications
- Requisition Summary
- Purchase Order Inquiry
- iProcurement Home** 

Personalize

Favorites

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Manage Favorites

Oracle WCI - Image Search
Oracle WCI - Request Info



Step 2. Click on the PO number you wish to change to pull up current information.

SDSU iProcurement

Shop Requisitions Receiving

Requisitions Notifications Approvals

Requisitions

Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete ...

Search

1 - 20 20

1 - 20 20

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
<input checked="" type="radio"/>	30164716	24/25 Arts and Letters Marketing Campaign	30,000.00 USD	1	0	0	1	09-Jan-2025 09:53:12	Approved	
<input type="radio"/>	30164080	24/25 CAL SSG Equipment Order Apple	57,313.00 USD	72	72	0	0	04-Nov-2024 12:21:14	Approved	40140748
<input type="radio"/>	30164014	24/25: Nasair Hall Conference Room Upgrades. Approved Equipment Request 24/25.	19,649.61 USD	5	0	0	5	29-Oct-2024 15:11:53	Approved	40140759
<input type="radio"/>	30164013	24/25: CAL Dean's Office Approved Equipment Request for 2024-25	68,500.40 USD	83	83	0	0	29-Oct-2024 14:38:38	Approved	40140724
<input type="radio"/>	30163842	23/24 NAGPRA campus visits	9,950.00 USD	9950	0	0	9950	16-Oct-2024 14:54:49	Approved	40139120
<input type="radio"/>	30163841	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	1	16-Oct-2024 14:54:18	Incomplete	
<input type="radio"/>	30163688	24/25 (Includes Installation) Hon Convergence Vinyl Task Chair,Adjustable Arms, Black (HONCMY1AUR10)	8,680.00 USD	31	0	0	31	04-Oct-2024 09:51:31	Approved	40140436
<input type="radio"/>	30163474	23/24 Open Service Order for NAGPRA review of SDSU holdings by Tribally appointed monitors and/or representatives in preparation for repatriation. Visits begin 2/21/24. Work is being conducted in Collections Management spaces, so Hardy Towe	16,800.00 USD	16800	0	0	1200	17-Sep-2024 16:36:03	Approved	40139120
<input type="radio"/>	30163280	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:21:48	Approved	40139999
<input type="radio"/>	30163279	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:13:59	Approved	40139992
<input type="radio"/>	30163250	24/25: Quinncia: Career readiness platform for CAL students from 09/15/2024 to 09/15/2025.	2,000.00 USD	2000	0	0	0	04-Sep-2024 15:53:35	Approved	40140110
<input type="radio"/>	30161797	xctop7780usr Precision 7780 - Build Your Own per Proposal 300017734844 (SDSU INTERNAL NOTE: PROF. ASSELIN)	2,612.21 USD	2	2	0	0	10-Jun-2024 13:28:49	Approved	40138919
<input type="radio"/>	30161703	xctol7450usr Latitude 7450 – Build Your Own eQuote 3000177581982 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	2,865.30 USD	4	4	0	0	05-Jun-2024 12:10:18	Approved	40138800
<input type="radio"/>	30161694	xctol5550usr Latitude 5550 – Build Your Own per eQuote 3000177475751 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	0.00 USD	3	0	3	0	05-Jun-2024 08:24:06	Cancelled	
<input type="radio"/>	30161451	23/24 NAHUATL INSTRUCTION IDIEZ	2,500.00 USD	2500	0	0	0	21-May-2024 08:30:53	Approved	40138759
<input type="radio"/>	30161210	24/25 NAGPRA campus visits	20,000.00 USD	1	0	0	0	10-May-2024 09:46:01	Approved	40139120
<input type="radio"/>	30161143	23/24 NAHUATL INSTRUCTION IDIEZ	5,000.00 USD	5000	0	0	0	07-May-2024 11:10:01	Approved	40138528
<input type="radio"/>	30160998	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	26-Apr-2024 09:27:57	Approved	40139120
<input type="radio"/>	30159152	GUG127C_ OptiPlex Small Form Factor (Plus 7010) per quote 1031055332401. (SDSU INTERNAL NOTE: PROF BEASLEY)	1,836.75 USD	5	5	0	0	01-Dec-2023 15:19:33	Approved	40136660
<input type="radio"/>	30158918	GUG127C_ OptiPlex Small Form Factor (Plus 7010) per Quote 1032448013609, (SDSU INTERNAL NOTE: PROF. BEASLEY)	0.00 USD	5	0	5	0	14-Nov-2023 11:38:59	Cancelled	

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete

1 - 20 20

1 - 20 20



Step 3. This page will provide information on the purchase order you're trying to change such as the current buyer, number of lines, PO total, etc. Click "Ok" to go back to the page in Step 2.

Shop
Requisitions
Receiving

Requisitions
Notifications
Approvals

Requisitions: Requisitions >
Standard Purchase Order: 40140759, 0 (Total USD 19,649.61)

Currency= USD

Actions | Printable View | Go | **Ok**

Order Information

General

Total	19,649.61
Supplier	EKC ENTERPRISES INC
Supplier Site	6487 FRESNO
Supplier Contact	
Address	PO BOX 6487 FRESNO, CA 93703
Buyer	Zitsman, Brent E
Order Date	06-Nov-2024 13:05:58
Description	FY 24/25, Arts & Letters Dean's Office, Conference Room Upgrades, Authority(<\$50K), Term 11/6/2024-06/30/2025
Status	In Process
Note to Supplier	DIR PROJECT No. 20240554093
Operating Unit	SAN DIEGO STATE UNIVERSITY
Supplier Order Number	
Attachments	12

Terms and Conditions

Payment Terms	NET 30
Carrier	UPS
FOB	Destination
Freight Terms	Prepaid and Add
Shipping Control	

Summary

Total	19,649.61
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

Ship-To Address

Address	Central Receiving 5555 Canyon Crest Dr Mail Code 8540 San Diego, CA 92182
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Bill-To Address

Address	Accounts Payable 5500 Campanile Dr MAIL CODE 1611 AD116 San Diego, CA 92182-1611
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PO Details

Show All Details | Hide All Details

Details	Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
▶	1	Services Qty			Labor for upgrade of Economics Department conference room equipment	Dollars	1	3163.77	3,163.77	Open	1	
▶	2	Services Qty			Labor for upgrade of Political Science Department conference room equipment	Dollars	1	2603.56	2,603.56	Open	1	
▶	3	Goods Supplies			Upgrade of Economics Department conference room equipment	Each	1	7598.04	7,598.04	Open	1	
▶	4	Goods Supplies			Upgrade of Political Science Department conference room equipment	Each	1	6146.79	6,146.79	Open	1	
▶	5	Services Qty			Shipping	Each	1	137.45	137.45	Requester Change Request	1	Test: increased shipping
								200.00	200.00			

Step 4. Select the requisition you want to change and click on “change”.

SDSU iProcurement

Shop Requisitions Receiving

Requisitions Notifications Approvals

Requisitions

Views

All My Requisitions Go

Indicates requisition with a pending change request.

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete ...

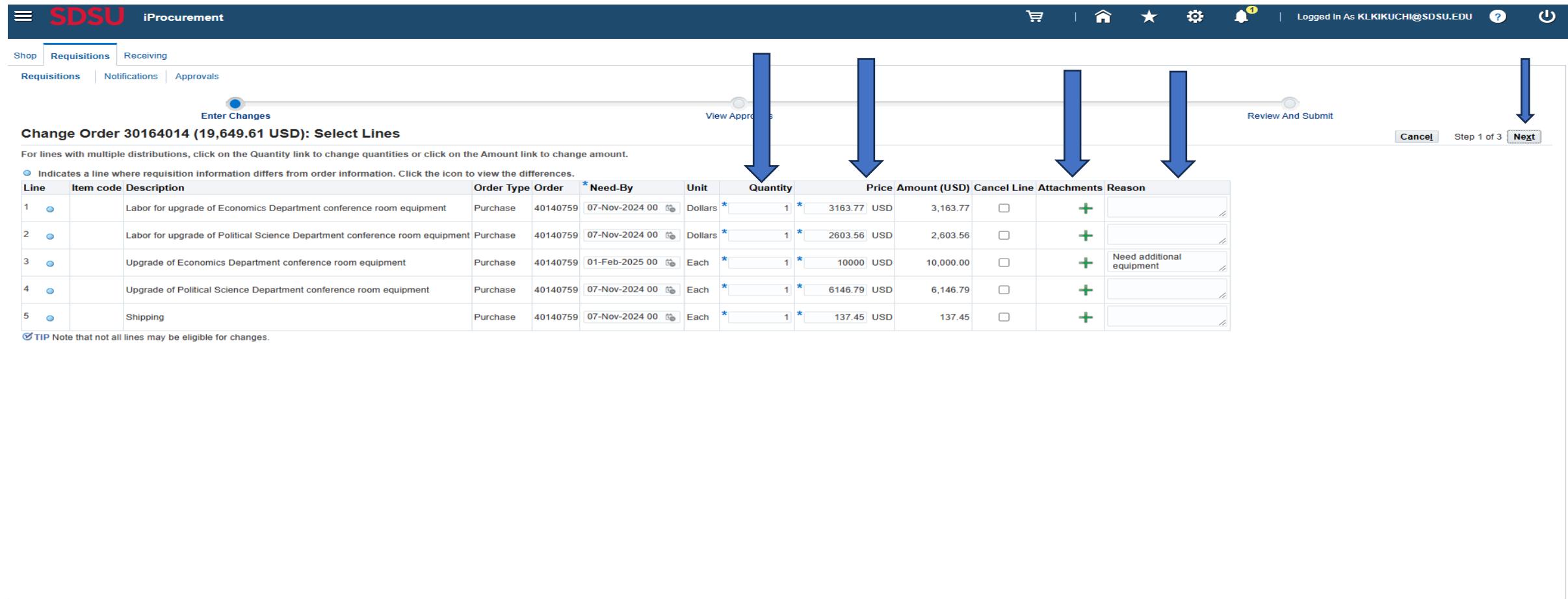
Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
<input checked="" type="radio"/>	30164716	24/25 Arts and Letters Marketing Campaign	30,000.00 USD	1	0	0	1	09-Jan-2025 09:53:12	Approved	
<input type="radio"/>	30164080	24/25 CAL SSG Equipment Order Apple	57,313.00 USD	72	72	0	0	04-Nov-2024 12:21:14	Approved	40140748
<input type="radio"/>	30164014	24/25: Nasair Hall Conference Room Upgrades. Approved Equipment Request 24/25.	19,649.61 USD	5	0	0	5	29-Oct-2024 15:11:53	Approved	40140759
<input type="radio"/>	30164013	24/25: CAL Dean's Office Approved Equipment Request for 2024-25	68,500.40 USD	83	83	0	0	29-Oct-2024 14:38:38	Approved	40140724
<input type="radio"/>	30163842	23/24 NAGPRA campus visits	9,950.00 USD	9950	0	0	9950	16-Oct-2024 14:54:49	Approved	40139120
<input type="radio"/>	30163841	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	1	16-Oct-2024 14:54:18	Incomplete	
<input type="radio"/>	30163688	24/25 (Includes Installation) Hon Convergence Vinyl Task Chair,Adjustable Arms, Black (HONCMY1AUR10)	8,680.00 USD	31	0	0	31	04-Oct-2024 09:51:31	Approved	40140436
<input type="radio"/>	30163474	23/24 Open Service Order for NAGPRA review of SDSU holdings by Tribally appointed monitors and/or representatives in preparation for repatriation. Visits begin 2/21/24. Work is being conducted in Collections Management spaces, so Hardy Towe	16,800.00 USD	16800	0	0	1200	17-Sep-2024 16:36:03	Approved	40139120
<input type="radio"/>	30163280	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:21:48	Approved	40139999
<input type="radio"/>	30163279	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:13:59	Approved	40139992
<input type="radio"/>	30163250	24/25: Quinncia: Career readiness platform for CAL students from 09/15/2024 to 09/15/2025.	2,000.00 USD	2000	0	0	0	04-Sep-2024 15:53:35	Approved	40140110
<input type="radio"/>	30161797	xctop7780usr Precision 7780 - Build Your Own per Proposal 300017734844 (SDSU INTERNAL NOTE: PROF. ASSELIN)	2,612.21 USD	2	2	0	0	10-Jun-2024 13:28:49	Approved	40138919
<input type="radio"/>	30161703	xctol7450usr Latitude 7450 – Build Your Own eQuote 3000177581982 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	2,865.30 USD	4	4	0	0	05-Jun-2024 12:10:18	Approved	40138800
<input type="radio"/>	30161694	xctol5550usr Latitude 5550 – Build Your Own per eQuote 3000177475751 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	0.00 USD	3	0	3	0	05-Jun-2024 08:24:06	Cancelled	
<input type="radio"/>	30161451	23/24 NAHUATL INSTRUCTION IDIEZ	2,500.00 USD	2500	0	0	0	21-May-2024 08:30:53	Approved	40138759
<input type="radio"/>	30161210	24/25 NAGPRA campus visits	20,000.00 USD	1	0	0	0	10-May-2024 09:46:01	Approved	40139120
<input type="radio"/>	30161143	23/24 NAHUATL INSTRUCTION IDIEZ	5,000.00 USD	5000	0	0	0	07-May-2024 11:10:01	Approved	40138528
<input type="radio"/>	30160998	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	26-Apr-2024 09:27:57	Approved	40139120
<input type="radio"/>	30159152	GUG127C_ OptiPlex Small Form Factor (Plus 7010) per quote 1031055332401. (SDSU INTERNAL NOTE: PROF BEASLEY)	1,836.75 USD	5	5	0	0	01-Dec-2023 15:19:33	Approved	40136660
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Select requisition: Copy To Cart Cancel Requisition Change Complete Delete

Previous 1 - 20 Next 20



Step 5. Increase or reduce the quantity for quantity-based lines or the price for amount-based lines, be sure to add any relevant attachments the buyer may need, and type in a reason for the change. Be as descriptive as possible. Then click on “next”.



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Shop Requisitions Receiving

Requisitions Notifications Approvals

Enter Changes View Approvals Review And Submit

Change Order 30164014 (19,649.61 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

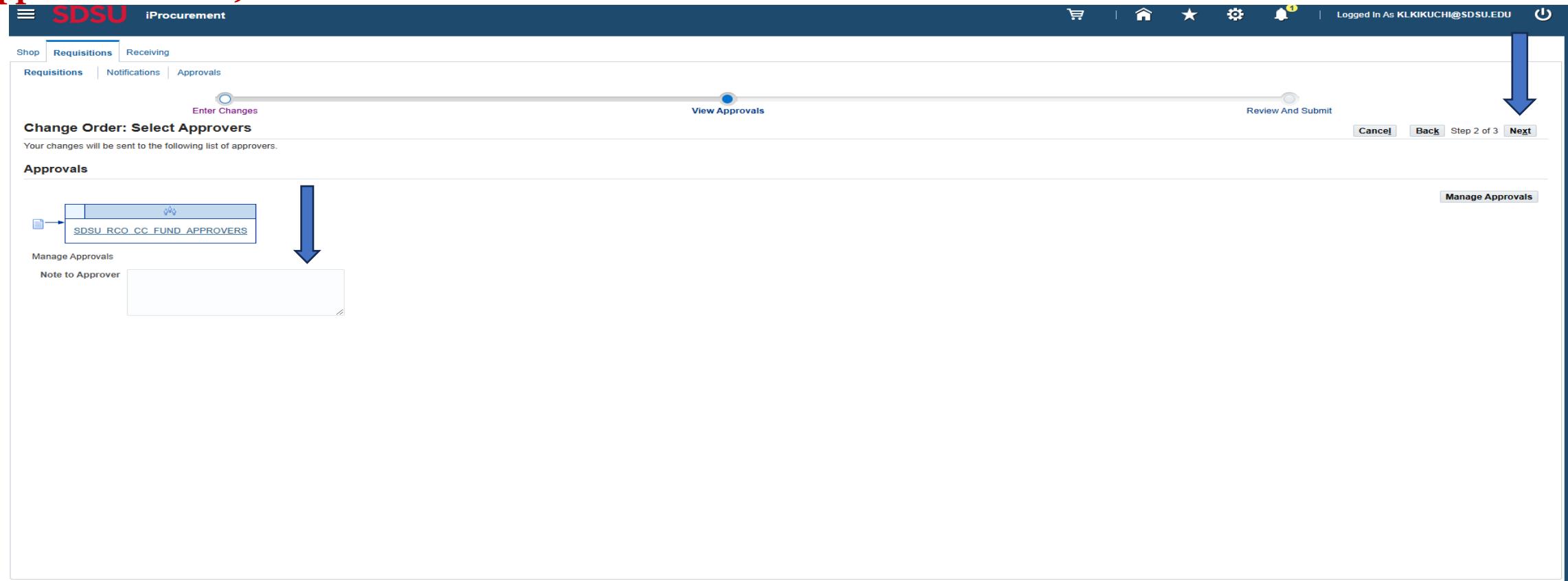
Indicates a line where requisition information differs from order information. Click the icon to view the differences.

Line	Item code	Description	Order Type	Order	* Need-By	Unit	Quantity	Price	Amount (USD)	Cancel Line	Attachments	Reason	
1		Labor for upgrade of Economics Department conference room equipment	Purchase	40140759	07-Nov-2024 00	Dollars	* 1	3163.77	USD	3,163.77	<input type="checkbox"/>		
2		Labor for upgrade of Political Science Department conference room equipment	Purchase	40140759	07-Nov-2024 00	Dollars	* 1	2603.56	USD	2,603.56	<input type="checkbox"/>		
3		Upgrade of Economics Department conference room equipment	Purchase	40140759	01-Feb-2025 00	Each	* 1	10000	USD	10,000.00	<input type="checkbox"/>		Need additional equipment
4		Upgrade of Political Science Department conference room equipment	Purchase	40140759	07-Nov-2024 00	Each	* 1	6146.79	USD	6,146.79	<input type="checkbox"/>		
5		Shipping	Purchase	40140759	07-Nov-2024 00	Each	* 1	137.45	USD	137.45	<input type="checkbox"/>		

TIP Note that not all lines may be eligible for changes.



Step 6. Type in a message in “Note to Approver” and click on “Next”. Be as descriptive as possible. The Note to Approver may not always be visible to the approver (the person in the requester’s department who will approve the RCO).



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Shop Requisitions Receiving

Requisitions Notifications Approvals

Enter Changes View Approvals Review And Submit

Logged In As KLKIKUCHI@SDSU.EDU

Change Order: Select Approvers

Your changes will be sent to the following list of approvers.

Approvals

SDSU RCO_CC FUND APPROVERS

Manage Approvals

Note to Approver

Cancel Back Step 2 of 3 Next

Manage Approvals



Step 7. The review page will show you which changes are being made to the lines on the requisition. Once you have determined these are the changes you want to make, click on “submit”.

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Shop Requisitions Receiving

Requisitions Notifications Approvals

Enter Changes View Approvals Review And Submit

Change Order 30164014: Review and Submit

Cancel Back Step 3 of 3 Submit

Change Requisition Details

Indicates new value

Details	Line	Item code	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Non Recoverable Tax (USD)	Recoverable Tax (USD)	Attachments	Cancel Line	Reason
►	1		Labor for upgrade of Economics Department conference room equipment	Purchase	40140759	07-Nov-2024 00:00:00	Dollars	1	USD	3,163.77	245.19	0.00			
►	2		Labor for upgrade of Political Science Department conference room equipment	Purchase	40140759	07-Nov-2024 00:00:00	Dollars	1	USD	2,603.56	201.78	0.00			
►	3		Upgrade of Economics Department conference room equipment	Purchase	40140759	07-Nov-2024 00:00:00 01-Feb-2025 00:00:00	Each	1	USD	7,598.04	588.85	0.00			Need additional equipment
►	4		Upgrade of Political Science Department conference room equipment	Purchase	40140759	07-Nov-2024 00:00:00	Each	1	USD	6,146.79	476.37	0.00			
►	5		Shipping	Purchase	40140759	07-Nov-2024 00:00:00	Each	1	USD	137.45	10.66	0.00			



Step 8. You will now see that the RCO has been submitted.

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Shop Requisitions Receiving

Requisitions Notifications Approvals

Confirmation

Your change request(s) for Requisition 30164014 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

Change Order 30164014: Confirmation Details

Request Created By	Kikuchi, Kiana Lee	Old Non-Recoverable Tax	1,522.85 USD
Request Creation Date	10-Jan-2025 12:46:42	New Non-Recoverable Tax	1,709.00 USD
Old Requisition Total	19,649.61 USD	Note to Approver	
New Requisition Total	22,051.57 USD		

Change Requisition Details

Indicates new value

Details	Line	Item code	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Non Recoverable Tax (USD)	Recoverable Tax (USD)	Attachments	Cancel Line	Reason	
►	1		Labor for upgrade of Economics Department conference room equipment	Purchase	40140759	07-Nov-2024 00:00:00	Dollars	1	USD	3,163.77	245.19	0.00				
►	2		Labor for upgrade of Political Science Department conference room equipment	Purchase	40140759	07-Nov-2024 00:00:00	Dollars	1	USD	2,603.56	201.78	0.00				
►	3		Upgrade of Economics Department conference room equipment	Purchase	40140759	07-Nov-2024 00:00:00 01-Feb-2025 00:00:00	Each	1	USD	7,598.04	588.85					Need additional equipment
►	4		Upgrade of Political Science Department conference room equipment	Purchase	40140759	07-Nov-2024 00:00:00	Each	1	USD	6,146.79	476.37	0.00				
►	5		Shipping	Purchase	40140759	07-Nov-2024 00:00:00	Each	1	USD	137.45	10.66	0.00				

[Return to Requisition Status](#)



Step 9. You can now see that the RCO is pending approval under “status”. By clicking on “approved”, you can see who it’s currently waiting approval from before it goes to the buyer’s approval.

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Requisitions

Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete ...

Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
30164080	24/25 CAL SSG Equipment Order Apple	57,313.00 USD	72	72	0	0	04-Nov-2024 12:21:14	Approved	40140748
30164014	24/25: Nasair Hall Conference Room Upgrades. Approved Equipment Request 24/25.	19,649.61 USD	5	0	0	5	29-Oct-2024 15:11:53	Approved	40140759
30164013	24/25: CAL Dean's Office Approved Equipment Request for 2024-25	68,500.40 USD	83	83	0	0	029-Oct-2024 14:38:38	Approved	40140724
30163842	23/24 NAGPRA campus visits	9,950.00 USD	9950	0	0	9950	16-Oct-2024 14:54:49	Approved	40139120
30163841	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	1	16-Oct-2024 14:54:18	Incomplete	
30163688	24/25 (Includes Installation) Hon Convergence Vinyl Task Chair,Adjustable Arms, Black (HONCMY1AUR10)	8,680.00 USD	31	0	0	31	04-Oct-2024 09:51:31	Approved	40140436
30163474	23/24 Open Service Order for NAGPRA review of SDSU holdings by Tribally appointed monitors and/or representatives in preparation for repatriation. Visits begin 2/21/24. Work is being conducted in Collections Management spaces, so Hardy Tower	16,800.00 USD	16800	0	0	1200	17-Sep-2024 16:36:03	Approved	40139120
30163280	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:21:48	Approved	40139999
30163279	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:13:59	Approved	40139992
30163250	24/25: Quinncia, Career readiness platform for CAL students from 09/15/2024 to 09/15/2025.	2,000.00 USD	2000	0	0	0	04-Sep-2024 15:53:35	Approved	40140110
30161797	xctpl7780usr Precision 7780 - Build Your Own per Proposal 3000177734844 (SDSU INTERNAL NOTE: PROF. ASSELIN)	2,612.21 USD	2	2	0	0	010-Jun-2024 13:28:49	Approved	40138919
30161703	xctpl7450usr Latitude 7450 - Build Your Own eQuote 3000177581982 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	2,865.30 USD	4	4	0	0	005-Jun-2024 12:10:18	Approved	40138800
30161694	xctpl5550usr Latitude 5550 - Build Your Own per eQuote 3000177475751 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	0.00 USD	3	0	3	0	005-Jun-2024 08:24:06	Cancelled	
30161451	23/24 NAHUATL INSTRUCTION IDIEZ	2,500.00 USD	2500	0	0	0	021-May-2024 08:30:53	Approved	40138759
30161210	24/25 NAGPRA campus visits	20,000.00 USD	1	0	0	0	010-May-2024 09:46:01	Approved	40139120
30161143	23/24 NAHUATL INSTRUCTION IDIEZ	5,000.00 USD	5000	0	0	0	007-May-2024 11:10:01	Approved	40138528
30160998	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	026-Apr-2024 09:27:57	Approved	40139120
30159152	GUG127C: OptiPlex Small Form Factor (Plus 7010) per quote 1031055332401. (SDSU INTERNAL NOTE: PROF. BEASLEY)	1,836.75 USD	5	5	0	0	001-Dec-2023 15:19:33	Approved	40136660
30158918	GUG127C, OptiPlex Small Form Factor (Plus 7010) per Quote 1032448013609. (SDSU INTERNAL NOTE: PROF. BEASLEY)	0.00 USD	5	0	5	0	014-Nov-2023 11:38:59	Cancelled	
30158917	GYAWD8Z, Dell Latitude 5540, per Quote 1003141654536	1,684.19 USD	2	2	0	0	014-Nov-2023 11:26:33	Approved	40136387

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete

Search



Step 10. You can see who the PO is currently waiting on approval from.

SDSU iProcurement

Shop Requisitions Receiving

Requisitions Notifications Approvals

Requisitions: Requisitions >

Approval History for Requisition 30164716

OK

SDSU REQ CC FUND APPROVERS

In Process

Sequence Approver Organization Name Action Action Date Notes

8	Alroy, Evelyn (SDSU_REQ_CC_FUND_APPROVERS)	Setup Business Group	Pending	
7	Kikuchi, Kiana Lee	Setup Business Group	Reserved	16-Jan-2025 10:06:10
6	Kikuchi, Kiana Lee	Setup Business Group	Submitted	16-Jan-2025 10:06:10
5	Kikuchi, Kiana Lee	Setup Business Group	Withdrawn	16-Jan-2025 10:05:02
4	Kikuchi, Kiana Lee	Setup Business Group	Unreserved	16-Jan-2025 10:05:02
3	Alroy, Evelyn (SDSU_REQ_CC_FUND_APPROVERS)	Setup Business Group	Approved	09-Jan-2025 10:02:37
2	Kikuchi, Kiana Lee	Setup Business Group	Reserved	09-Jan-2025 09:57:50
1	Kikuchi, Kiana Lee	Setup Business Group	Submitted	09-Jan-2025 09:57:49

SDSU

TIP: Reducing Funds vs. Canceling a Line

Change Requests (RCOs) allow requesters to make changes to a PO line after it has been processed.

Reduce Funds

- Updates an existing PO line to reflect the actual amount spent
- The PO line remains open with a revised total
- Used when the original PO amount needs to be adjusted

Cancel Line

- Closes a PO line entirely
- The PO line is closed to \$0.00
- No further activity can occur on the line



Choosing the Correct Option

Before submitting an RCO, determine how the goods or services were used.

If the PO line was partially used

- Some goods or services were received or invoiced
- A final dollar amount is known
- The line should remain open with a revised total

→ **Reduce Funds**

If the PO line was not used

- No goods or services were received
- No invoices were submitted
- The line should be fully closed

→ **Cancel Line**



How to cancel funds via RCO



Step 1. To cancel funds, select the requisition you want to change and click on “change”.

SDSU iProcurement

Shop Requisitions Receiving

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Requisitions

Views

View All My Requisitions Go

Indicates a requisition with a pending change request.

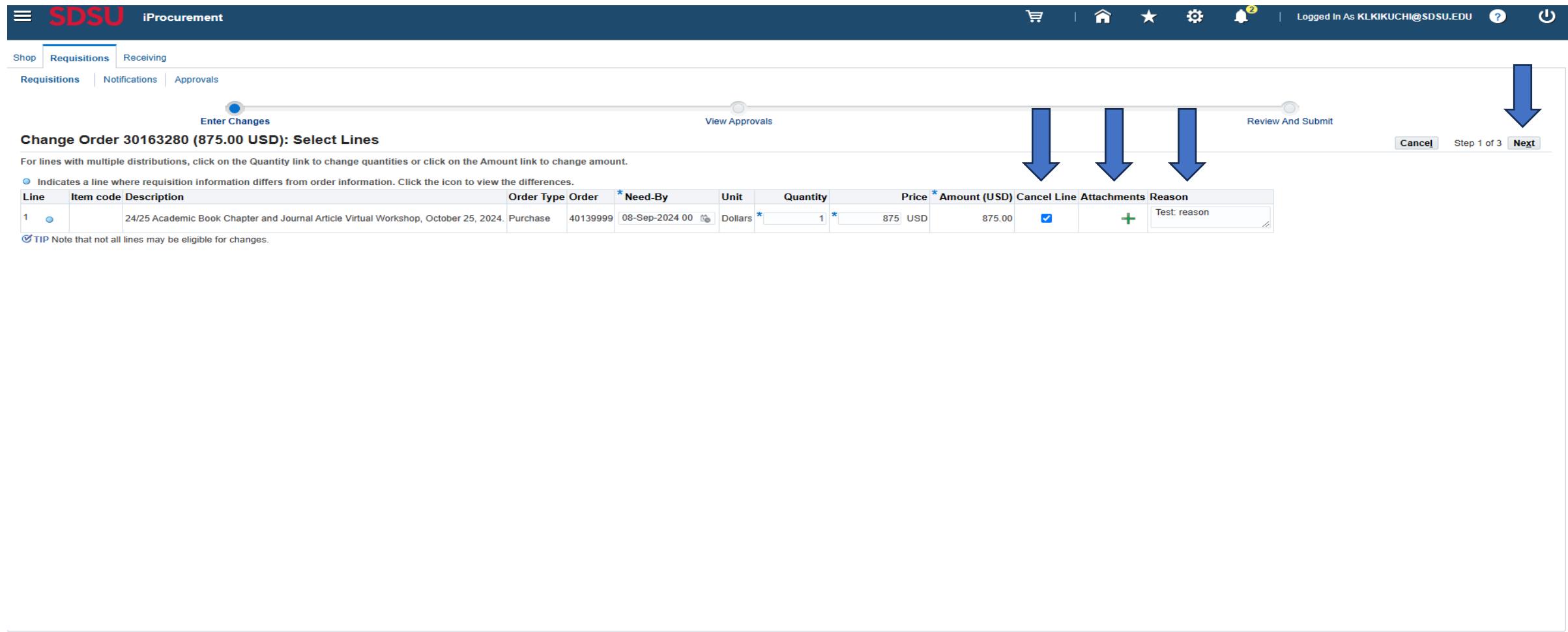
Select requisition: Copy To Cart Cancel Requisition Change Complete Delete ...

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
<input type="radio"/>	30164716	24/25 Arts and Letters Marketing Campaign	30,000.00 USD	1	0	0	1	09-Jan-2025 09:53:12	Approved	
<input type="radio"/>	30164080	24/25 CAL SSG Equipment Order Apple	57,313.00 USD	72	72	0	0	04-Nov-2024 12:21:14	Approved	40140748
<input type="radio"/>	30164014	24/25: Nasir Hall Conference Room Upgrades. Approved Equipment Request 24/25.	19,649.61 USD	5	0	0	5	29-Oct-2024 15:11:53	Approved	40140759
<input type="radio"/>	30164013	24/25: CAL Dean's Office Approved Equipment Request for 2024-25	68,500.40 USD	83	83	0	0	29-Oct-2024 14:38:38	Approved	40140724
<input type="radio"/>	30163842	23/24 NAGPRA campus visits	9,950.00 USD	9950	0	0	9950	16-Oct-2024 14:54:49	Approved	40139120
<input type="radio"/>	30163841	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	1	16-Oct-2024 14:54:18	Incomplete	
<input type="radio"/>	30163688	24/25 (Includes Installation) Hon Convergence Vinyl Task Chair,Adjustable Arms, Black (HONCMY1AUR10)	8,680.00 USD	31	0	0	31	04-Oct-2024 09:51:31	Approved	40140436
<input type="radio"/>	30163474	23/24 Open Service Order for NAGPRA review of SDSU holdings by Tribally appointed monitors and/or representatives in preparation for repatriation. Visits begin 2/21/24. Work is being conducted in Collections Management spaces, so Hardy Tove	16,800.00 USD	16800	0	0	1200	17-Sep-2024 16:36:03	Approved	40139120
<input checked="" type="radio"/>	30163280	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:21:48	Approved	40139999
<input type="radio"/>	30163279	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:13:59	Approved	40139992
<input type="radio"/>	30163250	24/25: Quinncia: Career readiness platform for CAL students from 09/15/2024 to 09/15/2025.	2,000.00 USD	2000	0	0	0	04-Sep-2024 15:53:35	Approved	40140110
<input type="radio"/>	30161797	xctop7780usr Precision 7780 - Build Your Own per Proposal 300017734844 (SDSU INTERNAL NOTE: PROF. ASSELIN)	2,612.21 USD	2	2	0	0	10-Jun-2024 13:28:49	Approved	40138919
<input type="radio"/>	30161703	xctol7450usr Latitude 7450 - Build Your Own eQuote 3000177581982 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	2,865.30 USD	4	4	0	0	05-Jun-2024 12:10:18	Approved	40138800
<input type="radio"/>	30161694	xctol5550usr Latitude 5550 - Build Your Own per eQuote 3000177475751 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	0.00 USD	3	0	3	0	05-Jun-2024 08:24:06	Cancelled	
<input type="radio"/>	30161451	23/24 NAHUATL INSTRUCTION IDIEZ	2,500.00 USD	2500	0	0	0	21-May-2024 08:30:53	Approved	40138759
<input type="radio"/>	30161210	24/25 NAGPRA campus visits	20,000.00 USD	1	0	0	0	10-May-2024 09:46:01	Approved	40139120
<input type="radio"/>	30161143	23/24 NAHUATL INSTRUCTION IDIEZ	5,000.00 USD	5000	0	0	0	07-May-2024 11:10:01	Approved	40138528
<input type="radio"/>	30160998	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	26-Apr-2024 09:27:57	Approved	40139120
<input type="radio"/>	30159152	GUG127C. OptiPlex Small Form Factor (Plus 7010) per quote 1031055332401. (SDSU INTERNAL NOTE: PROF. BEASLEY)	1,836.75 USD	5	5	0	0	01-Dec-2023 15:19:33	Approved	40136660
<input type="radio"/>	30158918	GUG127C. OptiPlex Small Form Factor (Plus 7010) per Quote 1032448013609, (SDSU INTERNAL NOTE: PROF. BEASLEY)	0.00 USD	5	0	5	0	14-Nov-2023 11:38:59	Cancelled	

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete



Step 2. Check the box in the “Cancel Line” column, be sure to add any relevant attachments the buyer may need, and type in a reason for the change. Be as descriptive as possible. Then click on “next”.



SDSU iProcurement

Shop Requisitions Receiving

Requisitions Notifications Approvals

Enter Changes View Approvals Review And Submit

Change Order 30163280 (875.00 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

Indicates a line where requisition information differs from order information. Click the icon to view the differences.

Line Item code Description Order Type Order * Need-By Unit Quantity Price * Amount (USD) Cancel Line Attachments Reason

Line	Item code	Description	Order Type	Order	* Need-By	Unit	Quantity	Price	* Amount (USD)	Cancel Line	Attachments	Reason	
1	<input checked="" type="radio"/>	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	Purchase	40139999	08-Sep-2024 00	Dollars	<input checked="" type="text"/> 1	<input checked="" type="text"/> 875	USD	875.00	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	Test: reason

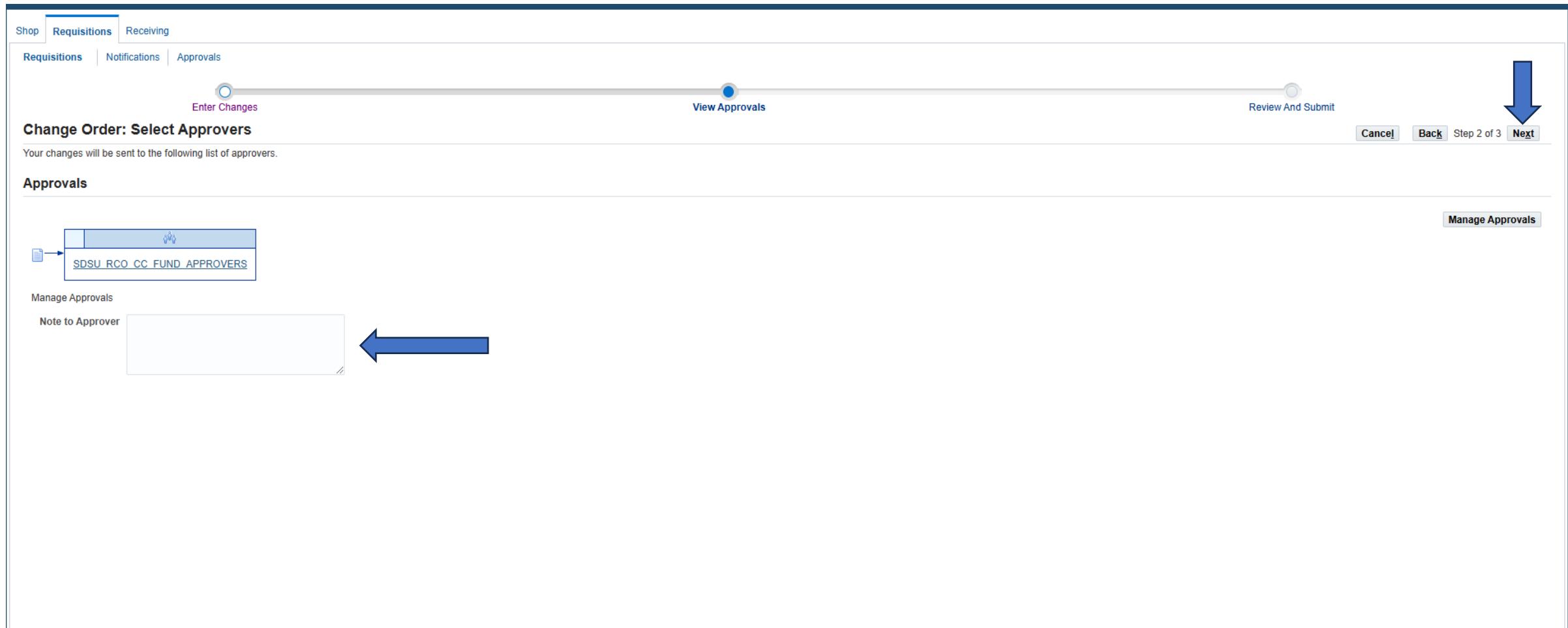
TIP Note that not all lines may be eligible for changes.

Cancel Step 1 of 3 Next



SDSU

Step 3. Type in a message in “Note to Approver” and click on “Next”. Be as descriptive as possible. The Note to Approver may not always be visible to the approver (the person in the requester’s department who will approve the RCO).



Shop Requisitions Receiving

Requisitions Notifications Approvals

Enter Changes View Approvals Review And Submit

Change Order: Select Approvers

Your changes will be sent to the following list of approvers.

Approvals

SDSU RCO CC FUND APPROVERS

Note to Approver

Manage Approvals

Manage Approvals

Next

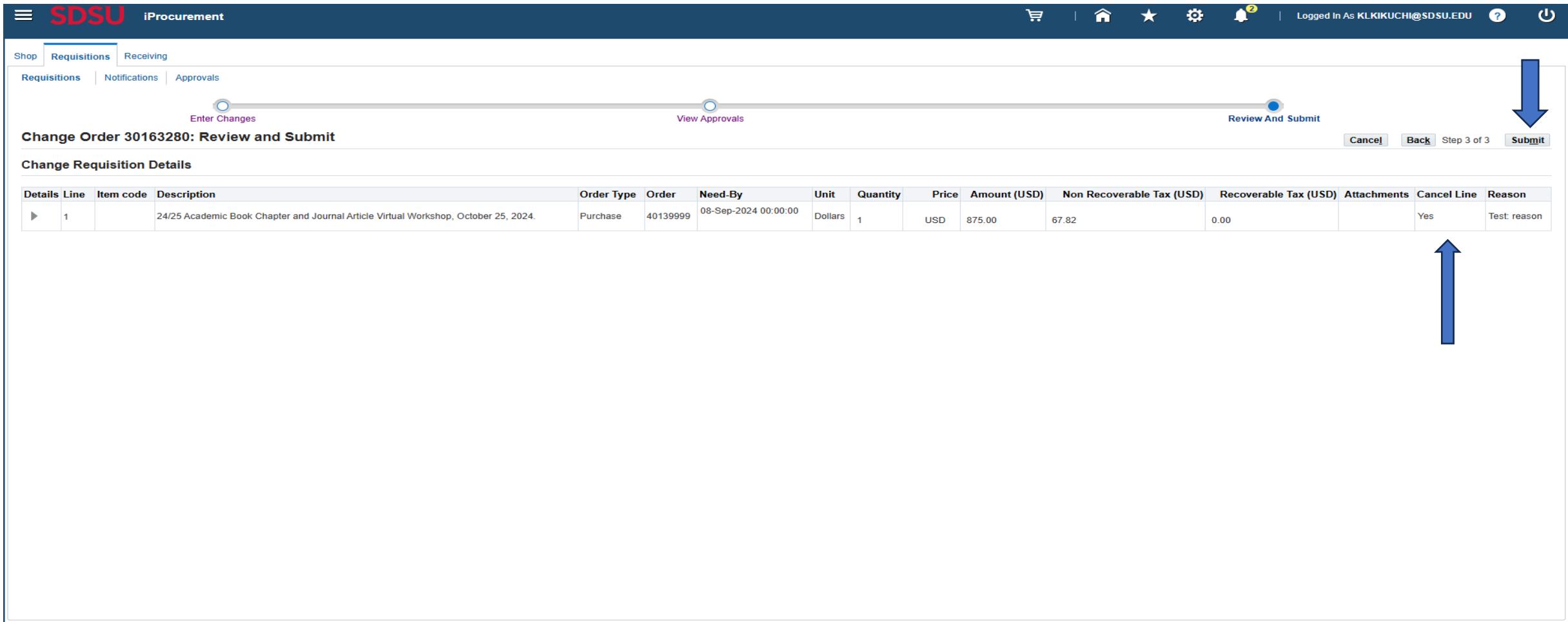
Cancel Back Step 2 of 3

A large blue arrow points from the 'Note to Approver' text area to the 'Next' button at the bottom right of the screen.



SDSU

Step 4. The review page will show you which changes are being made to the lines on the requisition. Once you have determined these are the changes you want to make, click on “submit”.



SDSU iProcurement

Shop Requisitions Receiving

Requisitions Notifications Approvals

Enter Changes View Approvals Review And Submit

Change Order 30163280: Review and Submit

Cancel Back Step 3 of 3 Submit

Change Requisition Details

Details	Line	Item code	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Non Recoverable Tax (USD)	Recoverable Tax (USD)	Attachments	Cancel Line	Reason
▶	1		24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	Purchase	40139999	08-Sep-2024 00:00:00	Dollars	1	USD	875.00	67.82	0.00		Yes	Test: reason



Step 5. You will now see that the RCO has been submitted.

SDSU iProcurement

Shop Requisitions Receiving

Requisitions Notifications Approvals

Confirmation

Your change request(s) for Requisition 30163280 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

Change Order 30163280: Confirmation Details

Request Created By	Kikuchi, Kiana Lee	Old Non-Recoverable Tax	67.82 USD
Request Creation Date	07-Jan-2025 11:38:03	New Non-Recoverable Tax	0.00 USD
Old Requisition Total	875.00 USD	Note to Approver	
New Requisition Total	0.00 USD		

Change Requisition Details

Details	Line	Item code	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Non Recoverable Tax (USD)	Recoverable Tax (USD)	Attachments	Cancel Line	Reason
▶	1		24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	Purchase	40139999	08-Sep-2024 00:00:00	Dollars	1	USD	875.00	67.82	0.00		Yes	Test: reason

[Return to Requisition Status](#)



Step 6. You can now see that the RCO is pending approval under “status”. By clicking on “approved”, you can see who it’s currently waiting approval from before it goes to the buyer’s approval.

SDSU iProcurement

Shop Requisitions Receiving

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View All My Requisitions Go

Indicates requisition with a pending change request.

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete ...

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
<input type="radio"/>	30164080	24/25 CAL SSG Equipment Order Apple	57,313.00 USD	72	72	0	0	04-Nov-2024 12:21:14	Approved	40140748
<input type="radio"/>	30164014	24/25: Nasatir Hall Conference Room Upgrades. Approved Equipment Request 24/25.	19,712.16 USD	5	0	0	0	29-Oct-2024 15:11:53	Approved	40140759
<input type="radio"/>	30164013	24/25: CAL Dean's Office Approved Equipment Request for 2024-25	68,500.40 USD	83	83	0	0	29-Oct-2024 14:38:38	Approved	40140724
<input type="radio"/>	30163842	23/24 NAGPRA campus visits	9,950.00 USD	9950	0	0	9950	16-Oct-2024 14:54:49	Approved	40139120
<input type="radio"/>	30163841	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	16-Oct-2024 14:54:18	Incomplete	
<input type="radio"/>	30163688	24/25 (Includes Installation) Hon Convergence Vinyl Task Chair,Adjustable Arms, Black (HONCMY1AUR10)	8,680.00 USD	31	0	0	0	04-Oct-2024 09:51:31	Approved	40140436
<input type="radio"/>	30163474	23/24 Open Service Order for NAGPRA review of SDSU holdings by Tribally appointed monitors and/or representatives in preparation for repatriation. Visits begin 2/21/24. Work is being conducted in Collections Management spaces, so Hardy Towe	16,800.00 USD	16800	0	0	1200	17-Sep-2024 16:36:03	Approved	40139120
<input type="radio"/>	30163280	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:21:48	Approved	40139999
<input type="radio"/>	30163279	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:13:59	Approved	40139992
<input type="radio"/>	30163250	24/25: Quinncia. Career readiness platform for CAL students from 09/15/2024 to 09/15/2025.	2,000.00 USD	2000	0	0	0	04-Sep-2024 15:53:35	Approved	40140110
<input type="radio"/>	30161797	xctop7780usr Precision 7780 - Build Your Own per Proposal 3000177734844 (SDSU INTERNAL NOTE: PROF. ASSELIN)	2,612.21 USD	2	2	0	0	10-Jun-2024 13:28:49	Approved	40138919
<input type="radio"/>	30161703	xctol7450usr Latitude 7450 - Build Your Own eQuote 3000177581982 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	2,865.30 USD	4	4	0	0	05-Jun-2024 12:10:18	Approved	40138800
<input type="radio"/>	30161694	xctol5550usr Latitude 5550 - Build Your Own per eQuote 3000177475751 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	0.00 USD	3	0	3	0	05-Jun-2024 08:24:06	Cancelled	
<input type="radio"/>	30161451	23/24 NAHUATL INSTRUCTION IDIEZ	2,500.00 USD	2500	0	0	0	21-May-2024 08:30:53	Approved	40138759
<input type="radio"/>	30161210	24/25 NAGPRA campus visits	20,000.00 USD	1	0	0	0	10-May-2024 09:46:01	Approved	40139120
<input type="radio"/>	30161143	23/24 NAHUATL INSTRUCTION IDIEZ	5,000.00 USD	5000	0	0	0	07-May-2024 11:10:01	Approved	40138528
<input type="radio"/>	30160998	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	26-Apr-2024 09:27:57	Approved	40139120
<input type="radio"/>	30159152	GUG127C. OptiFlex Small Form Factor (Plus 7010) per quote 1031055332401. (SDSU INTERNAL NOTE: PROF BEASLEY)	1,836.75 USD	5	5	0	0	01-Dec-2023 15:19:33	Approved	40136660
<input type="radio"/>	30158918	GUG127C. OptiFlex Small Form Factor (Plus 7010) per Quote 1032448013609, (SDSU INTERNAL NOTE: PROF. BEASLEY)	0.00 USD	5	0	5	0	14-Nov-2023 11:38:59	Cancelled	
<input type="radio"/>	30158917	GYAWD8Z, Dell Latitude 5540, per Quote 1003141654536	1,684.19 USD	2	2	0	0	14-Nov-2023 11:26:33	Approved	40136387

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete



Step 7. Once the RCO is approved by the buyer, the line will show as closed. In the below example, the status shows as “Cancelled” because there was only one line on the PO.

SDSU iProcurement

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Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete ...

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Order
<input type="radio"/>	30164080	24/25 CAL SSG Equipment Order Apple	57,313.00 USD	72	72	0	0	04-Nov-2024 12:21:14	Approved 40140748
<input type="radio"/>	30164014	24/25 Nasatir Hall Conference Room Upgrades. Approved Equipment Request 24/25.	19,712.16 USD	5	0	0	0	5 29-Oct-2024 15:11:53	Approved 40140759
<input type="radio"/>	30164013	24/25: CAL Dean's Office Approved Equipment Request for 2024-25	68,500.40 USD	83	83	0	0	0 29-Oct-2024 14:38:38	Approved 40140724
<input type="radio"/>	30163842	23/24 NAGPRA campus visits	9,950.00 USD	9950	0	0	9950	16-Oct-2024 14:54:49	Approved 40139120
<input type="radio"/>	30163841	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	1 16-Oct-2024 14:54:18	Indeterminate 40140436
<input type="radio"/>	30163688	24/25 (Includes Installation) Hon Convergence Vinyl Task Chair,Adjustable Arms, Black (HONCMY1AUR10)	8,680.00 USD	31	0	0	31	04-Oct-2024 09:51:31	Indeterminate 40140436
<input type="radio"/>	30163474	23/24 Open Service Order for NAGPRA review of SDSU holdings by Tribally appointed monitors and/or representatives in preparation for repatriation. Visits begin 2/21/24. Work is being conducted in Collections Management spaces, so Hardy Towe	16,800.00 USD	16800	0	0	0	1200 17-Sep-2024 16:36:03	Approved 40139120
<input type="radio"/>	30163280	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	0.00 USD	1	0	1	0	0 06-Sep-2024 09:21:48	Cancelled 40139999
<input type="radio"/>	30163279	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	0	1 06-Sep-2024 09:13:59	Approved 4013992
<input type="radio"/>	30163250	24/25: Quinnicia. Career readiness platform for CAL students from 09/15/2024 to 09/15/2025.	2,000.00 USD	2000	0	0	0	0 04-Sep-2024 15:53:35	Approved 40140110
<input type="radio"/>	30161797	xctop7780usr Precision 7780 - Build Your Own per Proposal 3000177734844 (SDSU INTERNAL NOTE: PROF. ASSELIN)	2,612.21 USD	2	2	0	0	0 10-Jun-2024 13:28:49	Approved 40138919
<input type="radio"/>	30161703	xctol7450usr Latitude 7450 - Build Your Own eQuote 3000177581982 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	2,865.30 USD	4	4	0	0	0 05-Jun-2024 12:10:18	Approved 40138800
<input type="radio"/>	30161694	xctol5550usr Latitude 5550 - Build Your Own per eQuote 3000177475751 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	0.00 USD	3	0	3	0	0 05-Jun-2024 08:24:06	Cancelled
<input type="radio"/>	30161451	23/24 NAHUATL INSTRUCTION IDIEZ	2,500.00 USD	2500	0	0	0	0 21-May-2024 08:30:53	Approved 40138759
<input type="radio"/>	30161210	24/25 NAGPRA campus visits	20,000.00 USD	1	0	0	0	0 10-May-2024 09:46:01	Approved 40139120
<input type="radio"/>	30161143	23/24 NAHUATL INSTRUCTION IDIEZ	5,000.00 USD	5000	0	0	0	0 07-May-2024 11:10:01	Approved 40138528
<input type="radio"/>	30160998	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	0 26-Apr-2024 09:27:57	Approved 40139120
<input type="radio"/>	30159152	GUG127C. OptiPlex Small Form Factor (Plus 7010) per quote 1031055332401. (SDSU INTERNAL NOTE: PROF BEASLEY)	1,836.75 USD	5	5	0	0	0 01-Dec-2023 15:19:33	Approved 40136660
<input type="radio"/>	30158918	GUG127C, OptiPlex Small Form Factor (Plus 7010) per Quote 1032448013609, (SDSU INTERNAL NOTE: PROF. BEASLEY)	0.00 USD	5	0	5	0	0 14-Nov-2023 11:38:59	Cancelled
<input type="radio"/>	30158917	GYAWD8Z, Dell Latitude 5540, per Quote 1003141654536	1,684.19 USD	2	2	0	0	0 14-Nov-2023 11:26:33	Approved 40136387

Select requisition: Copy To Cart Cancel Requisition Change Complete Delete



Step 8. Note that there are instances where an RCO can't be submitted for a PO. Has the PO line(s) been received in full by Central Receiving? Has the line(s) been billed in full? Is the buyer inactive? In these cases, reach out to the buyer for a resolution.

SDSU iProcurement

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Error
Change request cannot be initiated for this requisition since none of the associated purchase orders are eligible for change.

Requisitions

Search

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View All My Requisitions Go

Indicates requisition with a pending change request.

Select requisition: **Copy To Cart** **Cancel Requisition** **Change** **Complete** **Delete** | ...

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
<input checked="" type="radio"/>	30164080	24/25 CAL SSG Equipment Order Apple	57,313.00 USD	72	72	0	0	04-Nov-2024 12:21:14	Approved	40140748
<input type="radio"/>	30164014	24/25: Nasatr Hall Conference Room Upgrades. Approved Equipment Request 24/25.	19,649.61 USD	5	0	0	5	29-Oct-2024 15:11:53	Approved	40140759
<input type="radio"/>	30164013	24/25: CAL Dean's Office Approved Equipment Request for 2024-25	68,500.40 USD	83	83	0	0	29-Oct-2024 14:38:38	Approved	40140724
<input type="radio"/>	30163842	23/24 NAGPRA campus visits	9,950.00 USD	9950	0	0	9950	16-Oct-2024 14:54:49	Approved	40139120
<input type="radio"/>	30163841	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	1	16-Oct-2024 14:54:18	Incomplete	
<input type="radio"/>	30163688	24/25 (Includes Installation) Hon Convergence Vinyl Task Chair,Adjustable Arms, Black (HONCMY1AUR10)	8,680.00 USD	31	0	0	31	04-Oct-2024 09:51:31	Approved	40140436
<input type="radio"/>	30163474	23/24 Open Service Order for NAGPRA review of SDSU holdings by Tribally appointed monitors and/or representatives in preparation for repatriation. Visits begin 2/21/24. Work is being conducted in Collections Management spaces, so Hardy Towe	16,800.00 USD	16800	0	0	1200	17-Sep-2024 16:36:03	Approved	40139120
<input type="radio"/>	30163280	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:21:48	Approved	40139999
<input type="radio"/>	30163279	24/25 Academic Book Chapter and Journal Article Virtual Workshop, October 25, 2024.	875.00 USD	1	0	0	1	06-Sep-2024 09:13:59	Approved	40139992
<input type="radio"/>	30163250	24/25: Quinncia: Career readiness platform for CAL students from 09/15/2024 to 09/15/2025.	2,000.00 USD	2000	0	0	0	04-Sep-2024 15:53:35	Approved	40140110
<input type="radio"/>	30161797	xctop7780usr Precision 7780 - Build Your Own per Proposal 3000177734844 (SDSU INTERNAL NOTE: PROF. ASSELIN)	2,612.21 USD	2	2	0	0	10-Jun-2024 13:28:49	Approved	40138919
<input type="radio"/>	30161703	xctol7450usr Latitude 7450 - Build Your Own eQuote 3000177581982 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	2,865.30 USD	4	4	0	0	05-Jun-2024 12:10:18	Approved	40138800
<input type="radio"/>	30161694	xctol550usr Latitude 5550 - Build Your Own per eQuote 3000177475751 (SDSU INTERNAL NOTE: DEAN TODD BUTLER)	0.00 USD	3	0	3	0	05-Jun-2024 08:24:06	Cancelled	
<input type="radio"/>	30161451	23/24 NAHUATL INSTRUCTION IDIEZ	2,500.00 USD	2500	0	0	0	21-May-2024 08:30:53	Approved	40138759
<input type="radio"/>	30161210	24/25 NAGPRA campus visits	20,000.00 USD	1	0	0	0	10-May-2024 09:46:01	Approved	40139120
<input type="radio"/>	30161143	23/24 NAHUATL INSTRUCTION IDIEZ	5,000.00 USD	5000	0	0	0	07-May-2024 11:10:01	Approved	40138528
<input type="radio"/>	30160998	23/24 NAGPRA campus visits	16,800.00 USD	1	0	0	0	26-Apr-2024 09:27:57	Approved	40139120
<input type="radio"/>	30159152	GUG127C. OptiPlex Small Form Factor (Plus 7010) per quote 1031055332401. (SDSU INTERNAL NOTE: PROF BEASLEY)	1,836.75 USD	5	5	0	0	01-Dec-2023 15:19:33	Approved	40136660
<input type="radio"/>	30158918	GUG127C, OptiPlex Small Form Factor (Plus 7010) per Quote 1032448013609, (SDSU INTERNAL NOTE: PROF. BEASLEY)	0.00 USD	5	0	5	0	14-Nov-2023 11:38:59	Cancelled	
<input type="radio"/>	30158917	GYAWD8Z, Dell Latitude 5540, per Quote 1003141654536	1,684.19 USD	2	2	0	0	14-Nov-2023 11:26:33	Approved	40136387

Select requisition: **Copy To Cart** **Cancel Requisition** **Change** **Complete** **Delete**



Question? Contact p2pcampuscare@sdsu.edu

Website: <https://procuretopay.sdsu.edu>



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