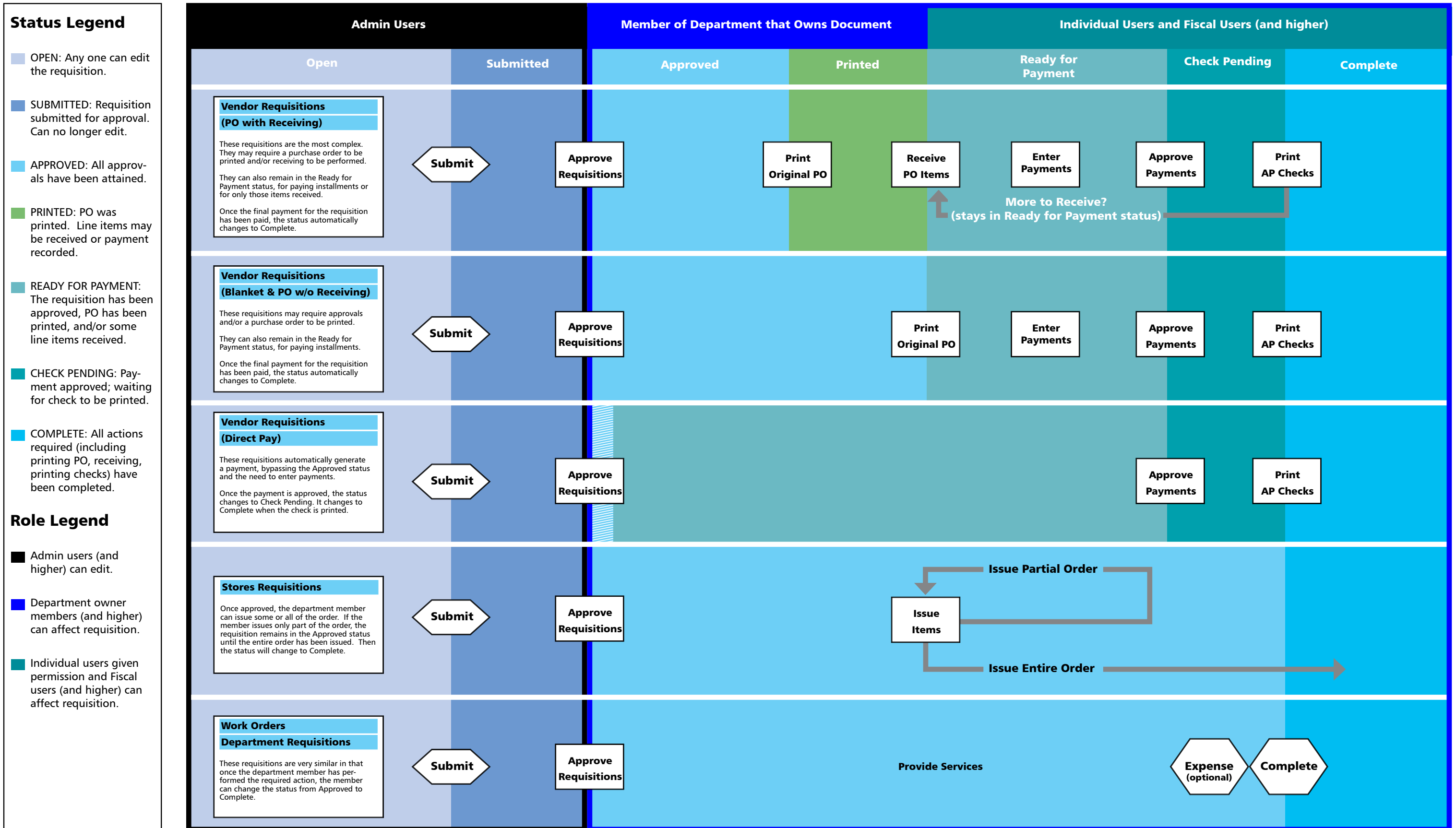


Escape Online Requisition Life Cycle



- ### Status Legend
- OPEN:** Any one can edit the requisition.
 - SUBMITTED:** Requisition submitted for approval. Can no longer edit.
 - APPROVED:** All approvals have been attained.
 - PRINTED:** PO was printed. Line items may be received or payment recorded.
 - READY FOR PAYMENT:** The requisition has been approved, PO has been printed, and/or some line items received.
 - CHECK PENDING:** Payment approved; waiting for check to be printed.
 - COMPLETE:** All actions required (including printing PO, receiving, printing checks) have been completed.

- ### Role Legend
- Admin users (and higher)** can edit.
 - Department owner members (and higher)** can affect requisition.
 - Individual users given permission and Fiscal users (and higher)** can affect requisition.

