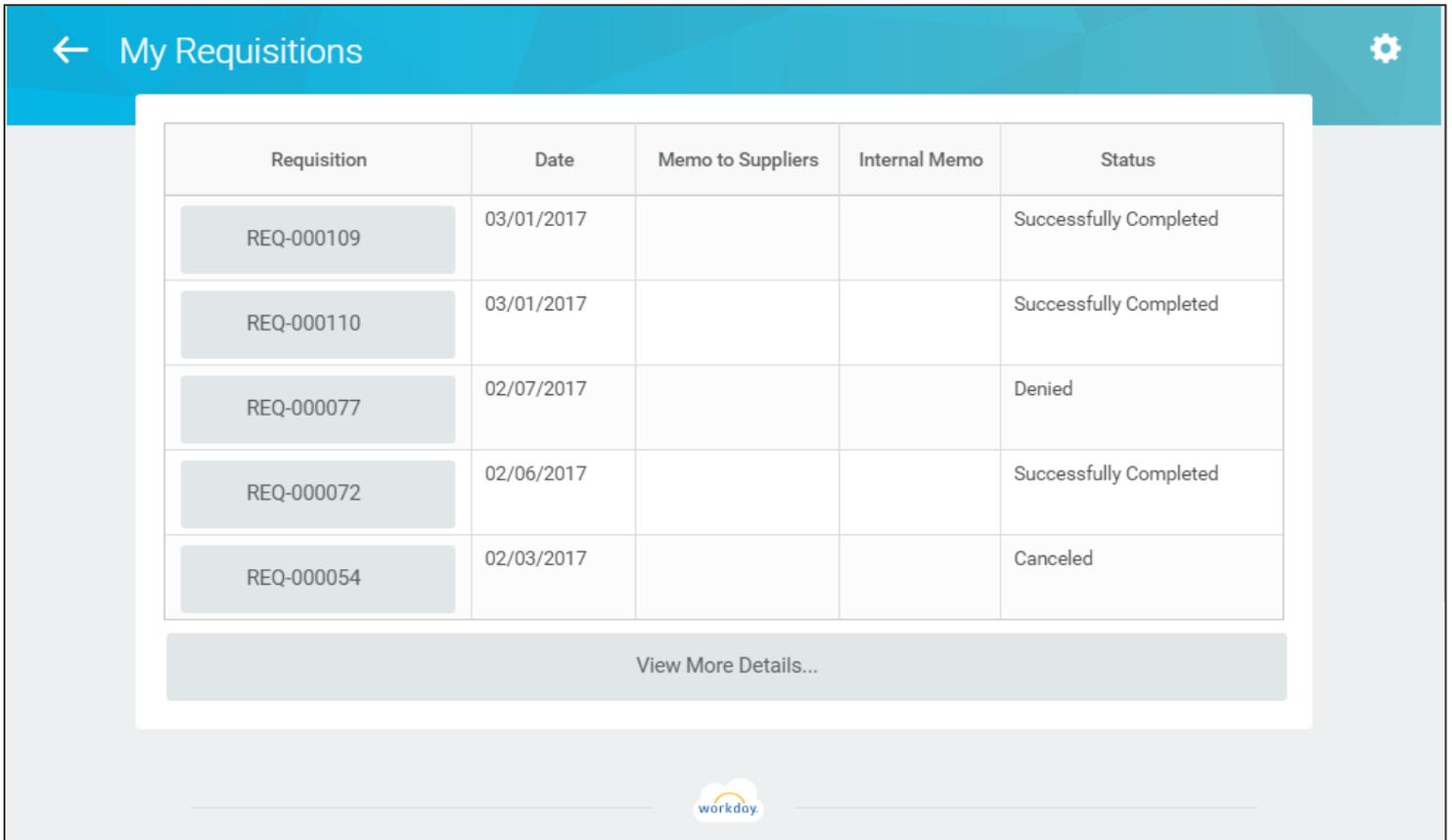


Everyone has access to the Purchases worklet, even if it does not display on your Workday home screen.

Access the Purchases worklet:



What you can do from the **My Requisitions** worklet:

1. Review requisitions you initiated (Requisition number, Creation Date, Memos, and Status)
2. Access specific requisition
3. View additional requisition details

Note: For additional information on how to display/change a requisition, please refer to the applicable work instruction job aid, which is posted to the Training repository.