**106 – PO Items Cannot be Deleted Date: 05/03/2012**

**Category**: Action Restricting **Type**: Static

**Description**: Employees who have submitted a PO item to later determine they no longer require it, cannot delete the item since it must be retained for historical purposes. The item can be marked as “no longer needed” as long as it has not yet been processed by the supervisor. When this is the case, the quantity and price fields are set to 0, the description is changed to “no longer needed”, and cost of the item is removed from the PO total. The status of items marked as no longer needed are automatically set to denied by the system. Once that occurs, the employee can no longer make modifications to the item.

**Discovery Details:** Interview with project sponsor: Bonnie Ryan