

# Checking the Status of a Purchase Order

This article covers how Requesters and Approvers can check the status of a purchase order.

## Check the status of a purchase order with the Buyer

Contact the assigned Buyer via email or phone to inquire about the status of your purchase order.

If you do not know the assigned Buyer, you can email [DL-C\\_and\\_P@fullerton.edu](mailto:DL-C_and_P@fullerton.edu) with your Purchase Order ID or Requisition ID number to inquire which Buyer has been assigned.

## Check the status using Document Status in CFS



Information on Document Status is real-time.

[You can also use the Document Status feature](#) to look up your purchase requisition and view the status of the associated purchase order.

## Check the status using the Purchase Orders report on the Purchasing dashboard in CSUF Data Warehouse/OBIEE



Information on the Purchasing reports is a day behind, so reports will reflect yesterday's information.

[You can access the Purchase Orders report on the Purchasing dashboard in the CSUF Data Warehouse \(OBIEE\)](#) to view information about the purchase order.

## Need More Help?

Technical issue with CFS? Contact the IT Help Desk at [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu) or 657-278-7777.

Questions about how to do something in CFS? Contact IT Training at [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu) or 657-278-5647.

Questions about procurement policies or status of a requisition/purchase order? Contact [Procurement](#) at [DL-C\\_and\\_P@fullerton.edu](mailto:DL-C_and_P@fullerton.edu).