

## Transferring Order Approval Authority

### Overview

IN NIS, you can transfer order approval authority from one person to another. This allows a designee to assume the responsibility of approving orders for a period of time (e.g., an extended vacation or sick leave of absence). When you transfer approval authority, NIS permanently changes all approval routes on which the person currently exists.

You cannot transfer authority from one person on a route to another person already on the route. However, when you transfer authority from one person on a route to a person who has just been added to the route, the system automatically re-directs pending approvals to the new approver.

To change approval authority, please call the IMServices Help Desk (402) 471-4636.

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.