

# UConn HEALTH

## Purchase Order Reassignment Options

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### Reassigning a PO Owner

- The Purchase Order (PO) Owner is also the Shopper of the Requisition; when approval is required for invoices, they will automatically be routed to this person.

Please see “APPROVING INVOICES GUIDE” on the [AP Training Materials](#) webpage.

- The PO Owner can only be updated if staffing changes require the invoice to be routed to someone else (Examples: if the person has left UConn Health or has transferred departments).
- The Accounts Payable (AP) staff will **not** make any changes to the PO Owner based solely on department preference.
- All users should review the instructions so that they know how to approve an invoice and assign an Ad-Hoc approver.

### Staffing Changes

If a PO Owner needs to be updated due to staffing changes, contact [solutionsteam@uchc.edu](mailto:solutionsteam@uchc.edu) with your request and include your need for the change.

**Department Transfers:** if a PO Owner needs to be updated due to the person transferring departments, you can submit your request for future invoices, but the transferred employee will still need to select an Ad-Hoc Approver to assign the initial invoice to the appropriate person (new PO Owner).

**Employee leaves UCHC:** if an employee leaves UCHC or you are aware of an upcoming departure, it would be helpful for both your department and the AP staff to send a list of POs that need a PO Owner update to be proactive with future invoices.

### Out of Office/ Leave of Absence

All users have the ability to include a “substitute” in HuskyBuy. If you know you are going to be out for an extended period of time, be sure to select a substitute in HuskyBuy so all your invoices will route to this person while you are out.

Please see “Assign a Substitute Approver” on the [HuskyBuy Job Aids](#) webpage.

Contact [huskybuyhelp@uchc.edu](mailto:huskybuyhelp@uchc.edu) if further assistance is needed.

## Changing the Shopper

Before a Requisition is submitted, you have the ability to change the Shopper manually regardless of who created the cart. **You can use this option if you want to change who the invoices are automatically routed to for approval.**

Please see “Change a PO Owner/Shopper” on the [HuskyBuy Job Aids](#) webpage.

Contact [huskybuyhelp@uchc.edu](mailto:huskybuyhelp@uchc.edu) if further assistance is needed.

## Questions/Assistance

Any other questions regarding the PO Owner and/or approvals, please contact [accountspayable@uchc.edu](mailto:accountspayable@uchc.edu) for assistance.