

NU Self-Service Transfer of Ownership Form

Updated February 27, 2026

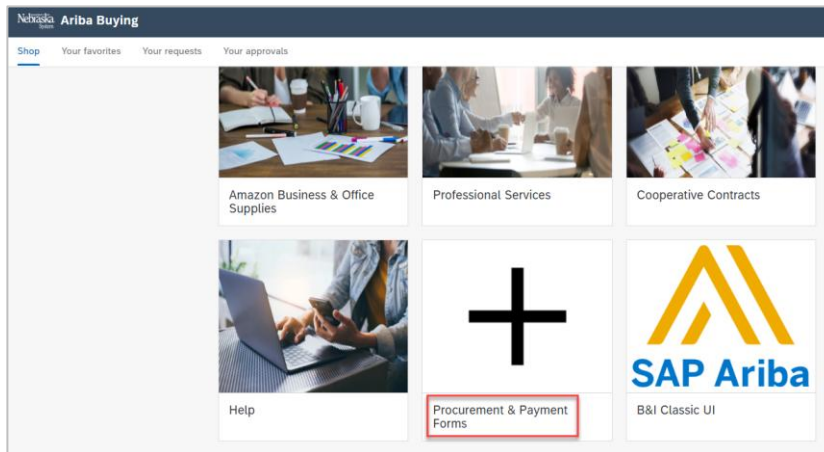
Purpose

The NU Self-Service Transfer of Ownership Form is used to change the ownership of an order from one user to another user.

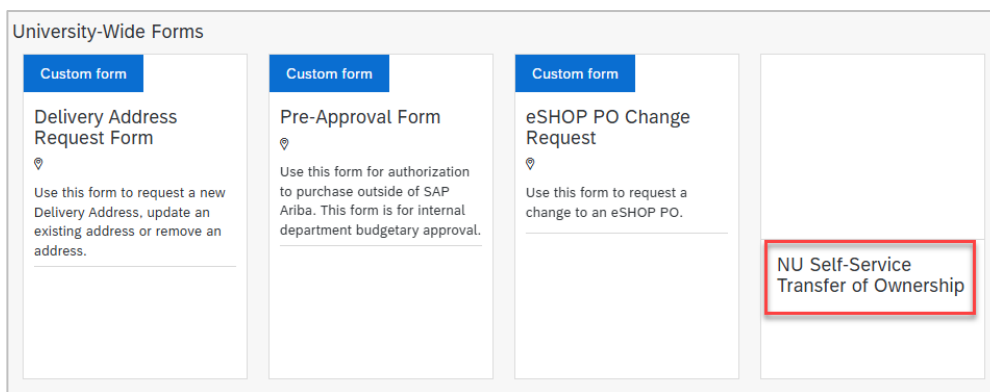
This can be used when the owner of an order has changed departments or left the University.

Procedure

Click on *Procurement & Payment Forms* in Guided Buying.



Click *NU Self-Service Transfer of Ownership*.



Search for *From User* by clicking the dropdown arrow and enter the last name of the current owner. Click [Browse...](#) for more details.

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Self-Service Transfer of Ownership
Transfer documents from one user to another using this self-service form

User Selection

From User *
Select

To User *
Select

Connect_Create... (Connect_Create...)
ABC1 ABC1 (1682860923435_kavyashree.p819@...)
ABC2 ABC2 (1682863873590_kavyashree.p819@...)
ABCAMs ABCAMs (168...)
AP Manager 1 (apmanager1)
AP Resource 1 (apresource1)
AP Resource 2 (apresource2)
Aaron L Barber (07014840)
Aaron Pembleton (30773707)
Abigail M Vaughan (21202978)
Account Admin (398217)

Inactive users

Browse

Once the owner's name is located, click *Select*.

Select User

Name

10 results Inactive users

Name	ID	Phone Number	Email Address	Supervisor	Organization	
Christy Smith	07293418	402-559-5445-0000	CMSMITH@UNMC.EDU		The University of Nebr...	Select
Hutchison Christy	test2@gmail.com	402-488-2393	test2@gmail.com		Christy Hutchison	Select
Kim Christensen	kim.christensen@nebr...	3088658525	kim.christensen@nebr...		Kim Christensen - Test	Select
Kim Christensen	81177381	308-865-8525-0000	KIM.CHRISTENSEN@...	Alexander J Caruso	The University of Nebr...	Select
Michael Christen	41597677	308-865-8448-0000	christenmt2@unk.edu	Sheldon, Jane	The University of Nebr...	Select

Cancel

Click the dropdown arrow and select a *Reason For Transfer*.

User Selection

From User *
Kim Christensen x

To User *
Select

Approvable Status *
All

Approvable Type *
Choose one

Reason For Transfer *
Choose one

(None)
Employee left organization
Employee in extended leave of absence
Employee moved to a different business unit
Employee has an expanded role
Others

Transfer Documents *

Enter a reason for the change in *Additional Comments*. Note: additional comments are only required when selecting *Other*.

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Updated February 27, 2026

The 'User Selection' form section includes the following fields:

- From User***: Kim Christensen
- Approvable Status***: All
- Reason For Transfer***: Others
- Additional Comments***: (This field is highlighted with a red box)

Search for *To User* by clicking the dropdown arrow and enter the last name of the new owner.

Click [Browse...](#) for more details if needed. Select the new user.

The 'To User' dropdown menu shows a search for 'thompson' with the following results:

- Amber Dutcher (1687818683934_michellethompson...)
- Blue Bonnets (1739827290995_michellethompson...)
- Bridges Ana (1687787979146_michellethompson...)
- Cash Johnny (1687467221472_michellethompson...)
- Customer Servic... (1740518607134_m...)
- Michelle E. Thompson (25481801)** (This entry is highlighted with a red box)
- Michelle Thomps... (1996158533692_m...)

Click the *Approval Type* dropdown and select *All*.

The 'Approvable Type' dropdown menu shows the following options:

- Choose one
- (None)
- All** (This option is highlighted with a red box)
- Requisition
- Invoice

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Updated February 27, 2026

From the *Date Range* dropdown, select *All*.

The screenshot shows the 'To User' field with 'Michelle E. Thompson' selected. Below it is the 'Approvable Type' dropdown set to 'All'. The 'Date Range' dropdown is open, showing options: '(None)', 'All', 'Last One Week', 'Last One Month', 'Last Six Months', and 'Last One Year'. The 'All' option is highlighted with a red box.

Enter the PR Number of the Order to be changed and click *Apply*.

The screenshot shows the 'Transfer Documents' search field with 'PR118549' entered and a red box around it. An 'Apply' button is highlighted with a red box. Below the search is a table with columns: UniqueName, Title, Type, Total Cost, and Date Requested. The table is currently empty, and a '0 Rows selected' indicator is visible.

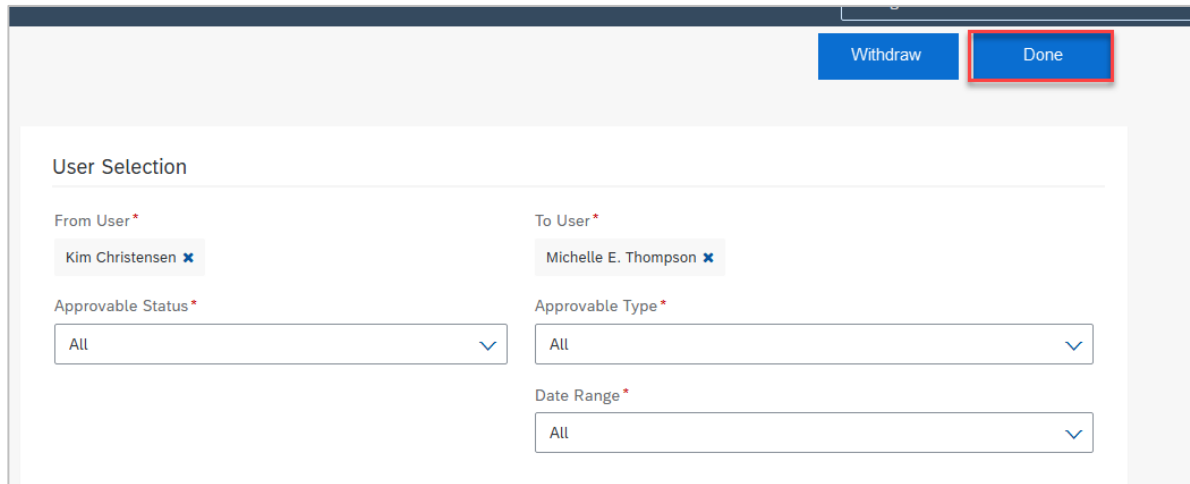
When the PR number appears, select the box and click *Submit*.

The screenshot shows the 'Reason For Transfer' dropdown set to 'Others'. Below it is an 'Additional Comments' text area. The 'Transfer Documents' search field contains 'PR118549'. The table below shows one row: '1. PR118549' with 'Requisition' as the type, '\$3920.00' as the total cost, and '1/2/2026' as the date requested. The checkbox for this row is highlighted with a red box. At the bottom, 'Submit' and 'Cancel' buttons are visible, with 'Submit' highlighted by a red box.

NU Self-Service Transfer of Ownership Form

Updated February 27, 2026

When complete, click *Done*.



The screenshot displays a web form titled "User Selection". At the top right, there are two blue buttons: "Withdraw" and "Done", with the "Done" button highlighted by a red border. The form contains the following fields:

- From User***: A dropdown menu with "Kim Christensen" selected and a blue 'x' icon to its right.
- To User***: A dropdown menu with "Michelle E. Thompson" selected and a blue 'x' icon to its right.
- Approvable Status***: A dropdown menu with "All" selected and a downward arrow.
- Approvable Type***: A dropdown menu with "All" selected and a downward arrow.
- Date Range***: A dropdown menu with "All" selected and a downward arrow.

When completed, the new owner will receive an email to approve. Ownership will not change until the new owner approves the change.