

NU Self-Service Transfer of Ownership Form

Updated February 27, 2026

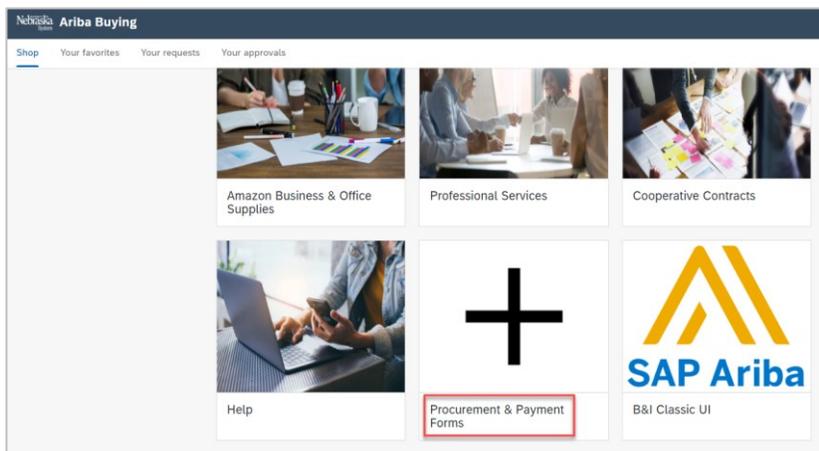
Purpose

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

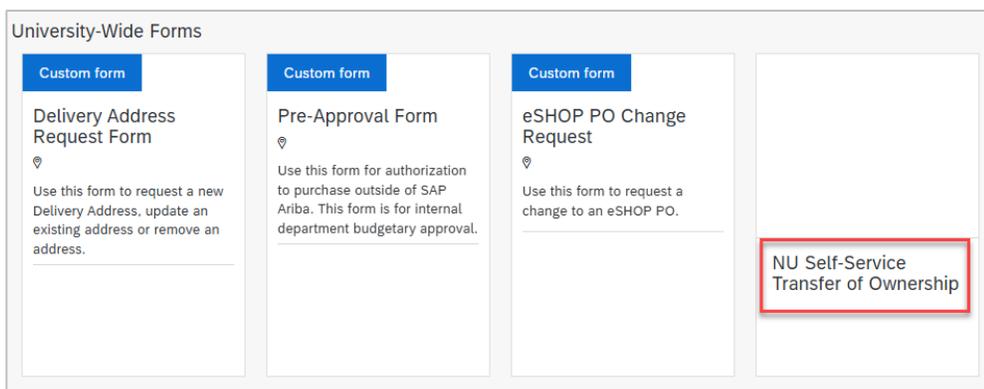
This can be used when the owner of an order has changed departments or left the University.

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

The screenshot shows a form section with the following elements:

- To User ***: A text field containing "Michelle E. Thompson" with a blue 'x' icon to its right.
- Approvable Type ***: A dropdown menu with "All" selected and a downward arrow.
- Date Range ***: A dropdown menu with "Choose one" selected and a downward arrow. The menu is open, showing a list of options: "(None)", "All", "Last One Week", "Last One Month", "Last Six Months", and "Last One Year". The "All" option is highlighted with a red rectangular box.

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

The screenshot shows a search and table area with the following elements:

- Apply**: A blue button in the top right corner, highlighted with a red box.
- Transfer Documents ***: A search input field containing "PR118549" with a magnifying glass icon to its right. The input field is highlighted with a red box.
- Table**: A table with columns: UniqueName, Title, Type, Total Cost, and Date Requested. Below the table, it says "0 Rows selected".
- Approval**: A link with a right-pointing arrow and the text "Approval".

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

The screenshot shows a form section with the following elements:

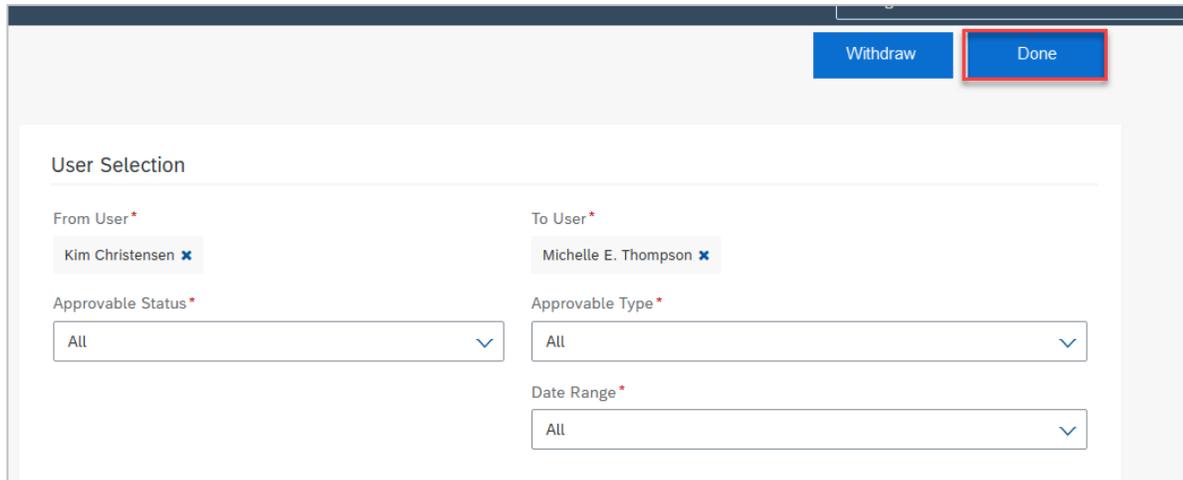
- Reason For Transfer ***: A dropdown menu with "Others" selected and a downward arrow.
- Additional Comments ***: A text area for entering comments.
- Apply**: A blue button to the right of the text area.
- Transfer Documents ***: A search input field containing "PR118549" with a magnifying glass icon to its right.
- Table**: A table with columns: UniqueName, Title, Type, Total Cost, and Date Requested. The first row is highlighted with a red box around the selection checkbox and the UniqueName "1. PR118549".

	UniqueName	Title	Type	Total Cost	Date Requested
<input checked="" type="checkbox"/>	1. PR118549		Requisition	\$3920.00	1/2/2026
- Approval**: A link with a right-pointing arrow and the text "Approval".
- Submit** and **Cancel**: Two blue buttons at the bottom right, both highlighted with red boxes.

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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.