

# To Complete an Equipment B-24

1. Login to JAGGAER
2. Look for “Showcase Services”
3. Click on “Equipment Request-B24”
4. Complete Form
5. Add and go to Cart
6. Proceed or Assign Cart

The screenshot shows the Ball State University JAGGAER website. The top navigation bar includes links for Home, Shop, Documents, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Admin, and Setup. The main content area features a 'Showcase Services' section with a grid of links: Equipment Request - B24, Sole Source Justification, Move Request - B450, Courier Request Form, Supplier Request, and Non PO Payment Request Form. The 'Equipment Request - B24' link is highlighted with a red box and an arrow pointing to it.

**Equipment Request - B24**

Available Actions: Add and go to Cart Go Close

**B24 Borrowing Equipment - Purchasing Services**

**Delivery:**

Time of loan permitted may not exceed two weeks.

Building/Room:

Date:

Actual Delivery Time Needed:

**Pick Up:**

Date:

Preferred pick up time:

Event Type:

100 characters remaining expand | clear

**Contact Information**

Name:

Department:

Phone:

**Additional Notes**

500 characters remaining expand | clear

**Items Available to Borrow**

Please use this form to request the use of university owned tables, chairs, risers, and other meeting related equipment. Electronic equipment requires a work order be completed. If you have questions please contact Purchasing Services at 765-285-1803 or e-mail Purchasing Services

**Tables**

Select Description of item(s):

6 Foot Table (Dimensions: 6 x 30 x 30) Quantity:

8 Foot Table (Dimensions: 8 x 30 x 30) Quantity:

Quantity:

Quantity:

**Chairs**

Select Description of item(s):

Metal - (Outside Usage) Quantity:

Plastic - (Inside Usage) Quantity:

Quantity:

**Risers & Steps/Miscellaneous**

Select Description of item(s):

Quantity:

Quantity:

## Must Complete all Required Fields

| Delivery: ?                                      |                        | Pick Up: ?                                                              |
|--------------------------------------------------|------------------------|-------------------------------------------------------------------------|
| Time of loan permitted may not exceed two weeks. | Date                   | Preferred Pick up Date                                                  |
| Building/Room                                    | Building Code/Room #   |                                                                         |
| Date                                             | Date Need Delivered    | Preferred Pick up Time                                                  |
| Actual Delivery Time Needed                      | Time of Day Needed     |                                                                         |
|                                                  | Preferred pick up time |                                                                         |
|                                                  | Event Type             |                                                                         |
|                                                  |                        | 100 characters remaining <a href="#">expand</a>   <a href="#">clear</a> |

| Contact Information |                      |                 |
|---------------------|----------------------|-----------------|
| Name                | Department           | Phone           |
| Requestor Name      | Requestor Department | Requestor Phone |
| Additional Notes ?  |                      |                 |

**If Urgent let us know, If there is B450 related to same event please note here.  
Preferred date is only a preference, If time sensitive please include information about certain date.**

## Tips to Complete Form

1. Must complete all required fields
2. Actual Preferred Pickup date and Delivered date may vary depending on timing of event (eg. AM day before)
3. Submit the form, **Do Not** assign.
4. **DO NOT** mix this form with other suppliers
5. **DO NOT** use Equipment Account codes on B-24s

Updated: 10.29.2025