

PURCHASING SERVICES B450 MOVING REQUEST TRAINING



PURCHASING SERVICES SUMMARY

- PURCHASING SERVICES IS A DIVISION UNDER BUSINESS AND AUXILIARY SERVICES.
- PURCHASING SERVICES OFFERS SEVERAL SERVICES TO THE CAMPUS COMMUNITY AND ARE LISTED BELOW.
 - MOVING AND EXCESS
 - RECYCLING
 - INVENTORY CONTROL
 - PUBLIC AUCTIONS AND GOVDEALS ONLINE AUCTION
 - CENTRAL MAIL
 - CENTRAL RECEIVING
 - CENTRAL STORES
 - EXCESS CATALOG AND BACK-TO-CAMPUS ITEMS
 - LONG TERM STORAGE

PURCHASING SERVICES FREE SERVICES

FREE SERVICES TO YOUR DEPARTMENT

- MOVING AND STORAGE
- RECYCLING
- INVENTORY CONTROL
- CENTRAL MAIL
- CENTRAL RECEIVING
- EXCESS CATALOG AND BACK-TO-CAMPUS ITEMS
- LONG TERM STORAGE



PURCHASING SERVICES- B450 MOVE REQUEST

- THIS PRESENTATION WILL EXPLAIN WHAT A B450 MOVE REQUEST AND THE PURPOSE OF A B450 MOVE REQUEST.
- THE DIFFERENT TYPES OF B450 MOVE REQUEST.
- HOW TO FILL OUT YOUR REQUEST CORRECTLY.
 - WHAT THE REQUIRED INFORMATION WE NEED TO COMPLETE YOUR REQUEST.
- WHAT INFORMATION YOU NEED BEFORE STARTING THE B450 MOVE REQUEST.
- IT WILL EXPLAIN THE PROCESS OF THE B450 MOVE REQUEST.

WHAT IS A B450 MOVE REQUEST

- A B450 MOVE REQUEST IS A DOCUMENT THAT PURCHASING SERVICES REQUIRES AND HAS SEVERAL DIFFERENT PURPOSES.
 - THIS FORM IS FOUND ON SCIQUEST HOME PAGE.
 - IT WILL LISTED UNDER MOVING, STORAGE AND INVENTORY FORMS.
- PURPOSE OF A B450 MOVE REQUEST.
 1. TO SCHEDULE THE MATERIAL HANDLERS JOB TASK DAILY.
 2. TO TRACK ITEM(S) PURCHASED BY THE UNIVERSITY.
 1. INCLUDES CAPITAL ASSETS, NON-CAPITAL ASSETS AND ELECTRONICS.
 1. THE UNIVERSITY CONTROLLER'S OFFICE USES THIS FORM TO TRACK CAPITAL ASSETS.
 1. CAPITAL ASSETS ARE ITEM(S) PURCHASED WITH BSU FUNDS THAT COST \$5,000 OR MORE.
 3. TO KEEP TRACK OF ITEM(S) PURCHASED WITH THE UNIVERSITY FUNDS AND MAKE SURE THAT THEY ARE DISPOSED OF PROPERLY.
 4. A B450 HAS SEVERAL DIFFERENT TYPES.
 1. THESE TYPES WILL BE EXPLAIN IN THE NEXT SLIDE.
 2. YOU CANNOT SUBMIT TWO TYPES OF B450'S ON THE SAME REQUISITION.
 1. EXAMPLE: YOU CAN NOT LIST RECYCLED AND EXCESS ITEMS TOGETHER ON THE SAME B450 MOVE REQUEST.

B450 MOVE REQUEST - TYPE CATEGORIES

- **RECYCLED ITEMS-** REQUEST FOR US TO PICK UP RECYCLED ITEMS SUCH AS BATTERIES, LAMPS, TONER, ETC.
- **EXCESS-** TO REMOVE ITEM(S) FROM THE DEPARTMENTALLY PERMANENTLY
- **INTER-DEPARTMENT MOVE-** MOVE ITEM(S) FROM ROOM-TO-ROOM IN SAME DEPARTMENT
- **DEPT. MOVE –** DEPARTMENT MOVING FROM ONE LOCATION TO ANOTHER ON CAMPUS. NEEDS TO BE SCHEDULE WITH ASSISTANT DIRECTOR OF PURCHASING SERVICES.
- **LOANED-** TEMPORARY USE BETWEEN DEPARTMENTS
- **LONG TERM STORAGE ITEM -** STORAGE FOR ITEMS FOR DEPARTMENTS. ALL LONG-TERM STORAGE REQUEST MUST GO THROUGH THE ASSISTANT DIRECTOR OF PURCHASING SERVICES FOR APPROVAL.
- **STOLEN/LOST -** IF EQUIPMENT IS LOST OR STOLEN. (INCLUDE THE BSU TAG NUMBER, SERIAL NUMBER, AND POLICE REPORT IF STOLEN.
- **TRADED-** PURCHASED ITEM AND TRADING IN OLD ITEM (INCLUDE THE BSU TAG NUMBER, SERIAL NUMBER, AND PO NUMBER FOR NEW ITEM(S).
- **TRANSFERRED-** ITEM(S) MOVED FROM ONE DEPARTMENT TO ANOTHER OR ONE LOCATION TO ANOTHER LOCATION (BUILDING AND ROOM.)

B450 MOVE REQUEST- REQUEST TYPES EXPLANATIONS

EXCESS

- EXCESS IS THE ITEM(S) THAT YOUR DEPARTMENT NO LONGER NEEDS.
 - ITEM(S) CAN BE REUSED BY CAMPUS.
 - ITEM(S) DEPARTMENTS NO LONGER NEED AND/OR WANT.
- ITEM(S) PURCHASED WITH BSU FUNDS, MUST GO ON A B450 REQUEST FORM.
- ITEMS PURCHASED WITH BSU FUND CANNOT BE TAKEN HOME AND/OR GIVEN TO AN EMPLOYEE FOR PERSONAL USE.

RECYCLING

- WHAT IS RECYCLING?
 - RECYCLING MEANS THAT THE ITEM(S) CAN NO LONGER BE USED.
 - SUCH AS BROKEN EQUIPMENT, ELECTRONICS, AND FURNITURE.
- RECYCLING CAN ALSO BE USED FOR BAD BATTERIES, BAD AND/OR BROKEN LAMPS, AND PLASTICS.
- ALL ITEMS MUST BE LISTED ON A B450 MOVE REQUEST.
- DEPARTMENTS ARE NOT ALLOWED TO THROW AWAY ITEMS PURCHASED BY BSU FUNDS. THEY MUST COME THROUGH PURCHASING SERVICES TO BE RECYCLED.

B450 MOVE REQUEST- REQUEST TYPES EXPLANATIONS

INTER-DEPARTMENT MOVE

- IS THE REQUEST TO MOVE ITEM(S) FROM WITHIN THE SAME LOCATION.
- SUCH AS:
 - WITHIN THE SAME OFFICE.
 - SAME ROOM
 - SAME DEPARTMENT.

DEPARTMENTAL MOVE

- DEPARTMENTAL MOVE IS MOVING YOUR OFFICE/LOCATION TO ANOTHER.
- SUCH AS:
 - MOVING FROM ONE BUILDING TO ANOTHER BUILDING.
 - EXAMPLE: COOPER SCIENCE TO FOUNDATIONAL SCIENCE
- THIS MUST BE SCHEDULED WITH THE ASSISTANT DIRECTOR OF PURCHASING SERVICES.
- PLEASE ADD INFORMATION IN THE ADDITIONAL NOTES FIELD OF WHO IS THE CONTACT PERSON FOR THE DEPARTMENTAL MOVE.
- THE ASSISTANT DIRECTOR OF PURCHASING SERVICES WILL REACH OUT TO THE CONTACT PERSON LISTED ON THE B450 MOVE, TO SCHEDULE THE DEPARTMENTAL MOVE.

B450 MOVE REQUEST- REQUEST TYPES EXPLANATIONS

LOANED

- LOANED IS A REQUEST TO BORROW AN ITEM(S) FROM ANOTHER DEPARTMENT.
 - THIS IS BETWEEN THE DEPARTMENTS.
 - THIS COULD BE USING FOR BORROWING STANCHIONS, LINENS FOR EVENTS.
- IF YOU ARE TEMPORARY BORROWING AN ITEM(S) FROM ANOTHER DEPARTMENT, YOU WILL USE THIS CATEGORY TO HAVE THE ITEM(S) MOVED.

LONG TERM STORAGE

- LONG TERM STORAGE IS AN OPTIONS THAT IS FOR DEPARTMENTS, THAT DO NOT HAVE ROOM TO STORE FURNITURE OR EQUIPMENT THAT THEY WANT TO KEEP AND WILL USE WITHIN AN YEAR.
- LONG TERM STORAGE IS APPROVED IF SPACE IS AVAILABLE.
- DEPARTMENT ARE ONLY ALLOWED TO STORE ITEM(S)UP TO AN YEAR AND/OR UNTIL THE REMODELING OF THEIR LOCATION IS COMPLETE.
- ONCE YOU PUT IN A LONG TERM STORAGE REQUEST, IT HAS TO BE APPROVED BY THE ASSISTANT DIRECTOR OF PURCHASING SERVICES.
 - THERE IS AN ADDITIONAL FORM THAT MUST BE FILLED OUT AND WILL BE SENT TO YOU, IF THE ASSISTANT DIRECTOR APPROVES OF YOUR REQUEST.
- LONG TERM STORAGE IS NOT A SPACE TO PUT YOUR EQUIPMENT AND/OR FURNITURE BECAUSE YOU DO NOT WANT TO GET RID OF IT DUE THE POSSIBILITY OF USING IN A FEW.

B450 MOVE REQUEST- REQUEST TYPES EXPLANATIONS

TRADED

- A DEPARTMENT HAS AND/OR WILL BE TRADING IN OLD AND/OR DAMAGED EQUIPMENT OR FURNITURE.
- THE B450 MOVE FORM MUST HAVE THE BSU TAG NUMBER, SERIAL NUMBER OF OLD AND/OR DAMAGE ITEM.
- IN THE ADDITIONAL NOTE FIELD, PLEASE ADD THE ORIGINAL PO NUMBER IF YOU HAVE IT.
- ATTACH THE NEW PO INFORMATION TO YOUR INTERNAL NOTES.
- PLEASE MAKE SURE TO CONTACT THE PURCHASING AGENT, IF YOU HAVE NOT AND/OR HAVE NOT WORKED WITH THEM THROUGH THE PROCESS OF TRADING IN YOUR ITEM(S).

STOLEN/LOST

- A B450 MOVE REQUEST IS REQUIRED IF AN ITEM(S) IS LOST AND/OR STOLEN.
 - PROVIDE THE BSU INVENTORY NUMBER, SERIAL NUMBER AND THE DEPARTMENT IT BELONGED TOO.
- IF AN ITEM HAS BEEN STOLEN, PLEASE CONTACT THE UNIVERSITY POLICE AND FILL OUT A POLICE REPORT.
 - ATTACH A COPY OF THE POLICE REPORT TO YOUR B450 MOVE REQUEST.
 - IF COPY IS NOT ATTACHED, WE WILL CONTACT YOU BEFORE APPROVING YOUR REQUEST.
 - WE MUST HAVE A COPY OF THE POLICE REPORT.
 - THE UNIVERSITY CONTROLLER'S OFFICE WILL NEED THIS INFORMATION.

B450 MOVE REQUEST REQUIRED INFORMATION

- BEFORE YOU START YOUR B450 MOVE REQUEST, YOU WILL NEED TO GATHER SO INFORMATION BEFORE FILLING OUT YOUR REQUEST.
 1. BSU TAG NUMBER. PLEASE SEE THE NEXT SLIDE FOR PICTURES OF A INVENTORY TAG.
 1. BSU INVENTORY TAG NUMBERS ARE PLACED ON ITEM(S) THAT ARE \$5,000 OR MORE.
 2. ELECTRONICS WILL HAVE A BSU INVENTORY TAG.
 2. SERIAL NUMBER OF THE ITEM(S).
 1. IF THE ITEM(S) HAVE A SERIAL NUMBER IT MUST BE LISTED ON THE B450.
 3. DESCRIPTION AND QUANTITY OF ITEMS THAT ARE BEING PLACED ON THE B450 MOVE REQUEST.
 4. LOCATION OF WHERE THE ITEM(S) ARE LOCATED FOR PICKUP.
 5. LOCATION OF WHERE THE ITEM(S) ARE BEING MOVED TO.
- ONCE YOU HAVE GATHERED ALL THIS INFORMATION, YOU ARE READY TO STARTING FILLING OUT YOUR B450 MOVE REQUEST.

TYPES OF BSU INVENTORY TAGS

TYPES OF BSU INVENTORY TAGS YOU WILL FIND ON YOUR ITEM(S)



B450 MOVE REQUEST – ITEM DESCRIPTION FIELD

- THE ITEM DESCRIPTION FIELD IS A REQUIRED FIELD, THAT YOU MUST FILL OUT.
- LIST THE ITEM(S) WHEN THE BEST DESCRIPTION YOU IN THIS FIELD.
 - AS AN EXAMPLE: 2 STEEL CASE METAL DESK, 4 DRAWER FILING CABINET, BOX OF MAGAZINES, 5 BOXES OF HANGING FOLDERS.
- YOU MUST LIST EACH ITEM ON THE ITEM DESCRIPTION FIELD.
 - YOU CANNOT LIST AN ITEM(S) AS A BOX OF MISCELLANEOUS.
 - IF YOU DO LIST AS MISCELLANEOUS, YOUR B450 MOVE REQUEST WILL BE REJECTED AND SENT BACK TO YOU.
 - EVERY ITEM(S) PURCHASED WITH BSU FUNDS MUST BE LISTED ON THE B450 MOVE REQUEST.
- THE ADDITIONAL NOTES/LONG TERM STORAGE PURPOSE BOX, IS NOT TO LIST THE ITEMS YOU WANT MOVED.
 - IF YOU LIST YOUR ITEM(S) IN THIS FIELD, WE WILL REJECT YOUR B450 MOVE REQUEST.
 - YOU WILL HAVE TO RESUBMIT WITH THE CORRECT FIELDS FILLED OUT.

B450 MOVE REQUEST - ADDITIONAL NOTES/LONG STORAGE PURPOSE FIELD

- THE PICTURE LISTED TO THE RIGHT IS FOR ADDITIONAL INFORMATION, YOU WANT US TO KNOW.
- SUCH AS:
 - CERTAIN DATES AND TIMES YOU ARE AVAILABLE.
 - WHO TO CONTACT IF YOU ARE NOT AVAILABLE.
 - THIS ITEM DOES NOT NEED TO BE MOVED BY US AND THAT IT WAS ALREADY MOVED.
- YOU HAVE 150 CHARACTERS TO LIST IN THIS FIELD. IF YOU NEED SPACE, THERE ARE A COUPLE DIFFERENT OPTIONS FOR YOU.
 1. ADD THE INFORMATION TO THE INTERNAL NUMBER AT CHECKOUT.
 2. ADD THE INFORMATION IN THE COMMENTS AFTER YOU HAVE COMPLETED YOUR B450 MOVE REQUEST.
 3. EMAIL ADDITIONAL INFORMATION TO THE ASSISTANT DIRECTOR OF PURCHASING SERVICES.
 - THE ASSISTANT DIRECTOR OF PURCHASING SERVICES, CAN ADD INFORMATION FOR YOU ONCE YOUR REQUEST.

Additional Notes/Longterm Storage Purpose

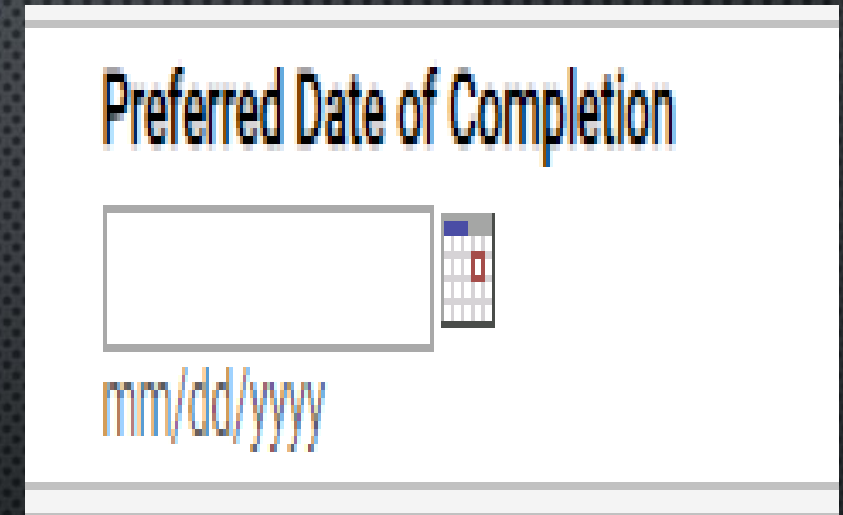
I am in office on Tuesday and Thursday from 8-4 p.m. If I am not available please contact Zach at 5-1802 to schedule the pick up.

21 characters remaining


expand | clear

B450 MOVE REQUEST – PREFERRED DATE OF COMPLETION

- THE PREFERRED DATE OF COMPLETION YOU WOULD LIKE TO HAVE IT BE DONE BY DATE.
- IF YOU DO NOT HAVE A MUST BE COMPLETED DATE, PLEASE PUT THIS DATE OUT A FEW WEEKS FROM THE DATE OF SUBMISSION.
 - WE WILL WORK ON GETTING YOUR REQUEST SCHEDULE ASAP.
- THE PREFERRED DATE OF COMPLETION IS A FIELD THAT HELPS US SCHEDULE YOUR REQUEST.
 - THIS IS A PREFERRED DATE ONLY.
 - WE CANNOT GUARANTEE THAT YOUR REQUEST WILL BE COMPLETED BY THIS DATE, BUT WILL TRY TO HAVE IT COMPLETED BEFORE OR ON THIS DATE.
- PLEASE MAKE SURE TO LEAVE INFORMATION IN THE ADDITIONAL NOTES, THAT YOU FEEL WE NEED TO KNOW.

A screenshot of a web form titled "Preferred Date of Completion". Below the title is a rectangular input field. To the right of the input field is a small calendar icon. Below the input field, the text "mm/dd/yyyy" is displayed in a blue, monospace-style font, indicating the required date format.

Preferred Date of Completion



mm/dd/yyyy

HOW TO FILL OUT YOUR B450 MOVE REQUEST

- Select the request type.
 - This is a drop down.
- Submit Date- is the day you are filling out form
- Preferred Date of Complete
 - The latest date you would like this request to happen
- Phone Number
- Contact Name
- Department- which department is requesting the move
- Additional Notes/Longterm Storage Purpose.
 - Add anything you want us to know about this move.
 - The more information you give, the easier it is to get the job done.

Move Request - B450

BALL STATE UNIVERSITY - MOVE REQUEST B450

Select Request Type that applies to items listed within the request to be moved. Please select...

Submit Date: mm/dd/yyyy

Preferred Date of Completion: mm/dd/yyyy

Phone Number: 5-1803

Contact Name: Anna Arison

Department: Purchasing Services

Form Instructions

1. Review items carefully for inventory numbers and serial numbers.
2. List items individually. Do not enter "Miscellaneous Box" as item description.
3. Org code per item is only required when transferring items between departments.

Note: Carts returned for corrections may delay in the completion of your request.

Additional Notes/Longterm Storage Purpose

I am in office on Tuesday and Thursday from 8-4 p.m. If I am not available please contact Zach at 5-1802 to schedule the pick up.

21 characters remaining expand | clear

HOW TO FILL OUT A B450 MOVE REQUEST

- BSU Inventory Number
 - Is required to move an capital asset
- Description of item you are requesting to move
- Serial Number
 - If there is one.
- Location
 - Is where the current item is located
- Move To
 - Where is the item going
- Operational Code of New Location- You do not fill out.

ITEMS OVER \$1,000 MUST HAVE BSU INVENTORY NUMBER ?					
BSU Inventory Number	Item Description	Serial Number	Location: Bldg./Room	Move to: Bldg./Room	Organizational Code: New Location
	2 boxes of binder (24 binders)		SV132	Excess	
	42 red chairs		SV132	Excess	
	Lenovo Monitor	S4575SE64XZ7	SV133	Excess	
361223	Dell Lap Top	PFMF140143L	SV133	Excess	
372701	Sharp 65in TV-943	R5A013113	SV133	Excess	
				Excess	

HOW TO START THE CHECKOUT PROCESS OF YOUR B450 MOVE REQUEST

- Click the Red **Go** button.
 - This will be located in the Right top corner of your B450 Move Request form by the Available Actions drop down.
- This will take you to your shopping cart

BALL STATE UNIVERSITY - MOVE REQUEST B450					
Select Request Type that applies to items listed within the request to be moved. Excess (remove from department permanently)					
Submit Date 9/1/2021		Preferred Date of Completion 10/29/2021			
Department Information					
Phone Number 5-1803	Contact Name Anna Arison		Department Purchasing Services		
Form Instructions			Use this form to notify Purchasing Services of equipment moves needing to be scheduled. Form may also be used for scheduling pickup of recycled items. If you have questions, please contact Purchasing Services at 765-285-1803 or e-mail Purchasing Services.		
<p>1. Review items carefully for inventory numbers and serial numbers.</p> <p>2. List items individually. Do not enter "Miscellaneous Box" as item description.</p> <p>3. Org code per item is only required when transferring items between departments.</p> <p>Note: Carts returned for corrections may delay in the completion of your request.</p>					
Additional Notes/Longterm Storage Purpose					
Please contact me at 5-1803 to schedule pick up. If I am not available, please contact Alex Schull at 5-6300.					
ITEMS OVER \$1,000 MUST HAVE BSU INVENTORY NUMBER					
BSU Inventory Number	Item Description	Serial Number	Location: Bldg./Room	Move to: Bldg./Room	Organizational Code: New Location
576856	70" Display Monitor	VL09519	SV125	EXCESS	
	12 red Chairs		SV125	EXCESS	
	6 boxes of year books		SV125	EXCESS	
	lenovo monitor	S89493109	SV125	EXCESS	
765832	Desktop computer	MJRIAO9	SV124	EXCESS	
34738	4 drawer filing cabinet		SV132	EXCESS	

CHECKOUT YOUR B450 MOVE REQUEST

- You can change the name of cart on this screen.
- Click on the Red **Proceed to Checkout** or Assign Cart.

Ball State University

Shopping Cart • 149180257 • All changes saved

Search (Alt+Q) 0.00 USD

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

Ball State Purchasing • 1 Item • 0.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Move Request - B450			0.00	Qty: 1	0.00

ITEM DETAILS

Commodity Code 78000000 Transportation, Storage, and Mail Services

Details

For Anna Arison

Name

Excess Pick up for SV132 & 133

Estimate (0.00 USD)

Subtotal	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	0.00

CHECKOUT YOUR B450 MOVE REQUEST

- YOUR CART SHOULD LOOK SIMILAR THE PICTURE TO THE RIGHT.
 - CHECK YOUR SHIPPING INFORMATION TO MAKE SURE THAT IT IS CORRECT.
- YOU NEED TO ADD YOUR ACCOUNTING CODES.
 - THE ACCOUNTING CODES WILL BE FOAPAL THAT THIS CART WILL GO UNDER.
 - THIS IS A FREE SERVICE, BUT SCIQUEST STILL REQUIRES A FOAPAL PUT IN.
 - ONCE YOU PUT IN YOUR FOAPAL NUMBER, YOU WILL NEED TO CLICK THE RED **SAVE** AND/OR THE **RECALCULATE AND SAVE** TAB.

Requisition • 149180257 ▾

Summary Taxes/SQL PO Preview Comments Attachments History

General ✎ ... **Shipping** ✎ ... **Billing** ✎ ... ▾

Cart Name	Excess Pick up for SV132 & 133	Ship To	Bill To
Description	no value	Attn: Anna Arison Phone: 1 (765) 285-1803 Purchasing SV120-R1 3401 N Tillotson Ave Muncie, IN 47306 United States	Ball State University Office of Accounts Payable Administration Building 604 Muncie, IN 47306-0720 United States
Priority	Normal		
Prepared by	Anna Arison		
Prepared for	Anna Arison		
Does This Require Special Handling (nonPO)?	no value		
Standing Order	X	Expedite	X
Standing Order End Date	no value	Ship Via	Best Carrier-Best Way
		Requested Delivery Date	no value

Delivery Options

Billing Options




Accounting Date no value

Accounting Codes ✎ ... ▾

Please enter a the appropriate Fund, Org, Account and Program combination.

Chart	Fund	Organization	Account	Program	Activity	Location
1 Ball State University	no value Required	no value Required	no value Required	no value Required	no value	no value


HOW TO ADD INTERNAL NOTES AND ATTACHMENTS

- INTERNAL NOTES AND ATTACHMENT OPTION WILL BE UNDER THE ACCOUNTING CODES FIELD.
- THIS IS WHERE YOU CAN ADD YOUR NOTES AND ATTACHMENTS.
- CLICK ON THE  IN THE RIGHT SIDE OF THE INTERNAL NOTES AND ATTACHMENTS.
 - WE CIRCLED THE  IN THE TOP PICTURE TO MAKE IT EASIER TO LOCATED FOR THIS PRESENTATION.
 - WHEN YOU CLICK ON THE , A BOX WILL POP UP LIKE THE PICTURE TO YOUR RIGHT.
 - YOU HAVE 1000 CHARACTERS TO ADD TO THIS BOX.
 - LEAVE ANY ADDITIONAL COMMENTS AND/OR NOTES YOU WANT US TO KNOW BEFORE SUBMITTING.
- ONCE YOU ARE FINISHED WITH THIS BOX, CLICK ON THE RED **SAVE** TAB.

Accounting Codes


Please enter a the appropriate Fund, Org, Account and Program combination.

Chart	Fund	Organization	Account
1 Ball State University	100100 Current Operating Fund	134070 Central Stores	733010 Supplies

Internal Notes and Attachments 

Internal Note *no value*

Internal Attachments **Add**

Edit Internal Notes And Attachments 

Internal Note

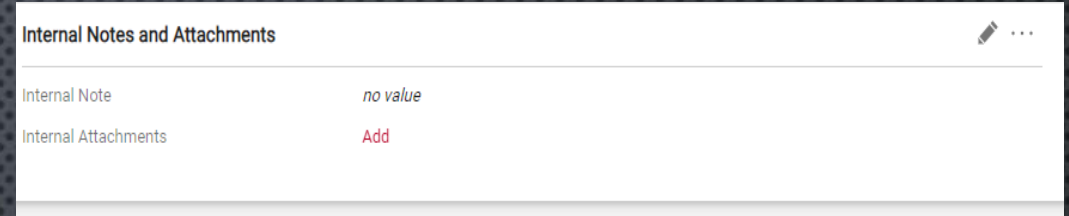
Internal Note

1000 characters remaining **expand** | **clear**

Save **Close**

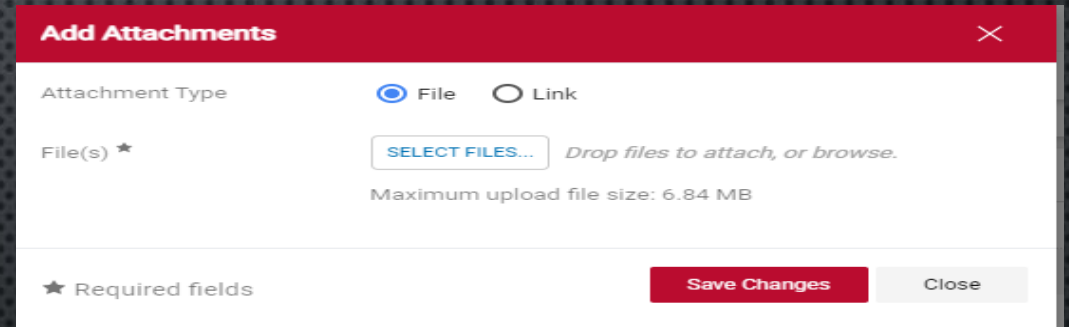
HOW TO ADD INTERNAL NOTES AND ATTACHMENTS

- TO ADD AN ATTACHMENT TO YOUR B450 MOVE REQUEST, YOU WILL NEED TO CLICK ON THE RED **ADD** TAB.
- A BOX WILL POP UP LIKE THE SECOND PICTURE TO YOUR RIGHT.
 - YOU WILL CLICK ON SELECT FILES.
 - IF YOUR ATTACHMENT HAS BEEN ACCEPT, YOU WILL SEE A GREEN **LINE** AND GREEN **✓** WITH A TRASH CAN BESIDE IT.
 - WE CIRCLED THE TRASH CAN, FOR THIS PRESENTATION.
 - IF YOU ATTACHED THE WRONG ATTACHMENT OR DO NOT WANT AN ATTACHMENT ON THIS REQUISITION, CLICK THE TRASH CAN TO DELETE YOUR ATTACHMENT.
 - YOU MUST CLICK ON THE RED **SAVE CHANGES**, FOR YOUR ATTACHMENTS TO SAVE TO YOUR B450 MOVE REQUEST.



Internal Notes and Attachments

Internal Note	no value
Internal Attachments	Add

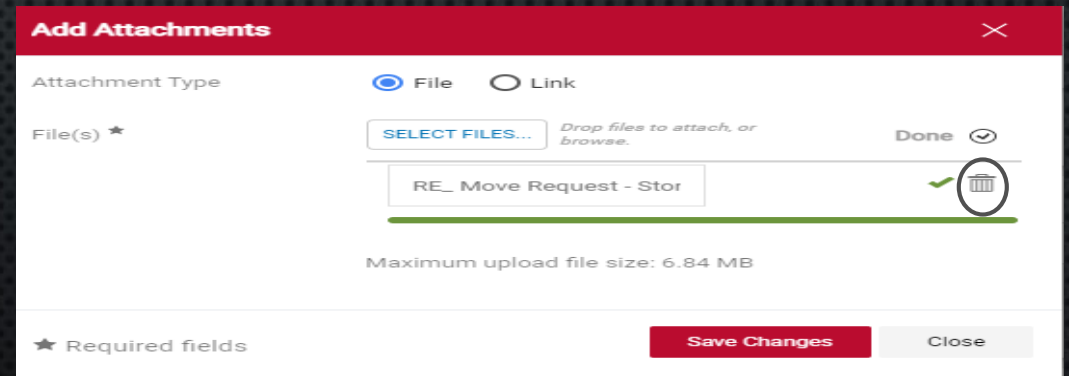


Add Attachments

Attachment Type ☒ File ☐ Link

File(s) ★ SELECT FILES... Drop files to attach, or browse.
Maximum upload file size: 6.84 MB


★ Required fields Save Changes Close



Add Attachments

Attachment Type ☒ File ☐ Link

File(s) ★ SELECT FILES... Drop files to attach, or browse. Done ✓

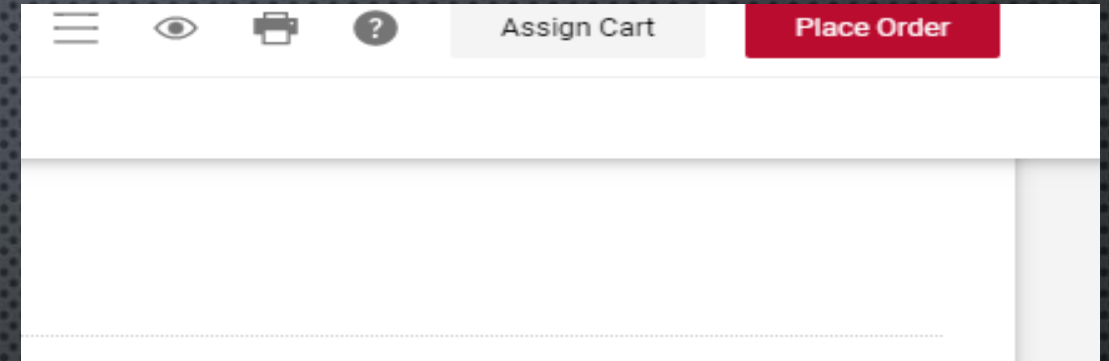
RE_ Move Request - Stor ✓ 

Maximum upload file size: 6.84 MB

★ Required fields Save Changes Close

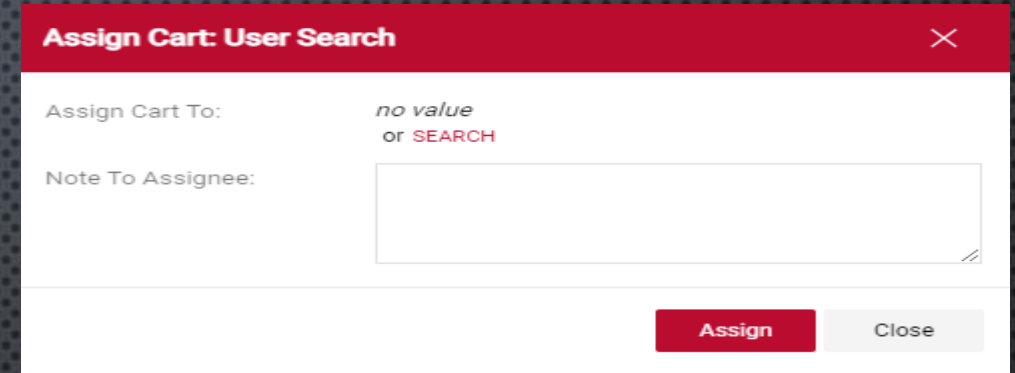
COMPLETE YOUR B450 MOVE REQUEST CHECK OUT

- ONCE YOU FILLED IN YOUR ACCOUNTING CODES, ADDED INTERNAL NOTES AND ATTACHMENTS.
- YOU ARE READY TO PLACE YOUR ORDER OR ASSIGN CART TO ANOTHER PERSON.
- CLICK THE RED **PLACE ORDER** TO SUBMIT YOUR CART TO THE NEXT APPROVER IN YOUR DEPARTMENT.
- OR
- CLICK THE GREY **ASSIGN CART** TAB TO ASSIGN TO ANOTHER PERSON.



HOW TO ASSIGN A CART

- IF YOU ARE ASSIGNING YOUR CART TO ANOTHER EMPLOYEE.
- CLICK THE WORD **SEARCH** IN RED.
- A NEW BOX WILL OPEN FOR YOU TO SEARCH FOR THE PERSON, YOU ARE ASSIGNING THIS CART TOO.
- TYPE IN THE LAST NAME AND FIRST NAME OF THE PERSON YOU ARE SEARCHING AND CLICK THE RED **SEARCH** TAB.

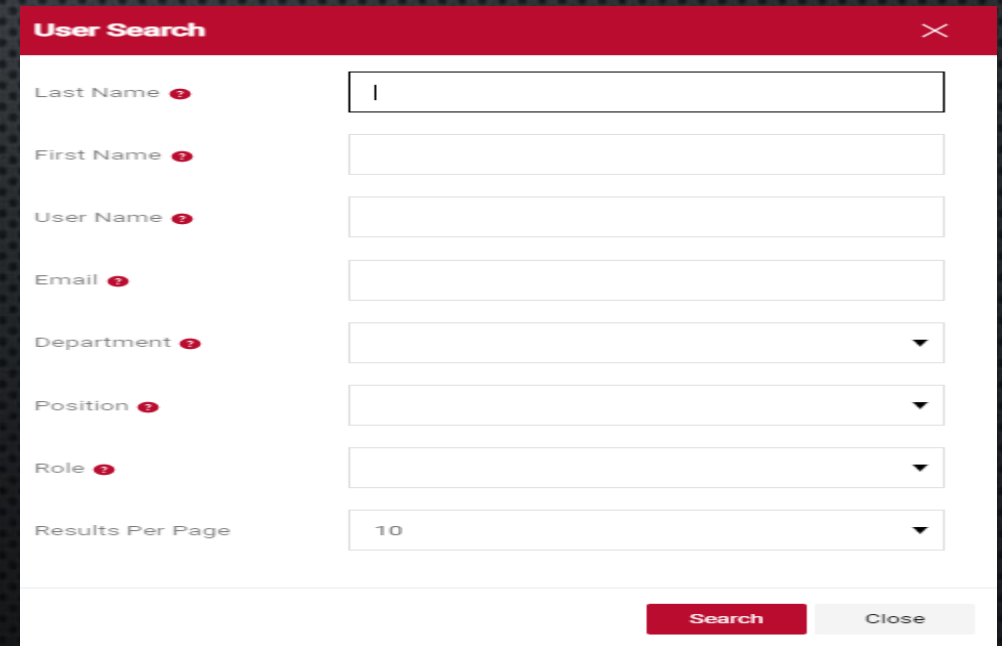


Assign Cart: User Search [Close]

Assign Cart To: *no value*
or **SEARCH**

Note To Assignee:

Assign Close



User Search [Close]

Last Name

First Name

User Name

Email

Department

Position

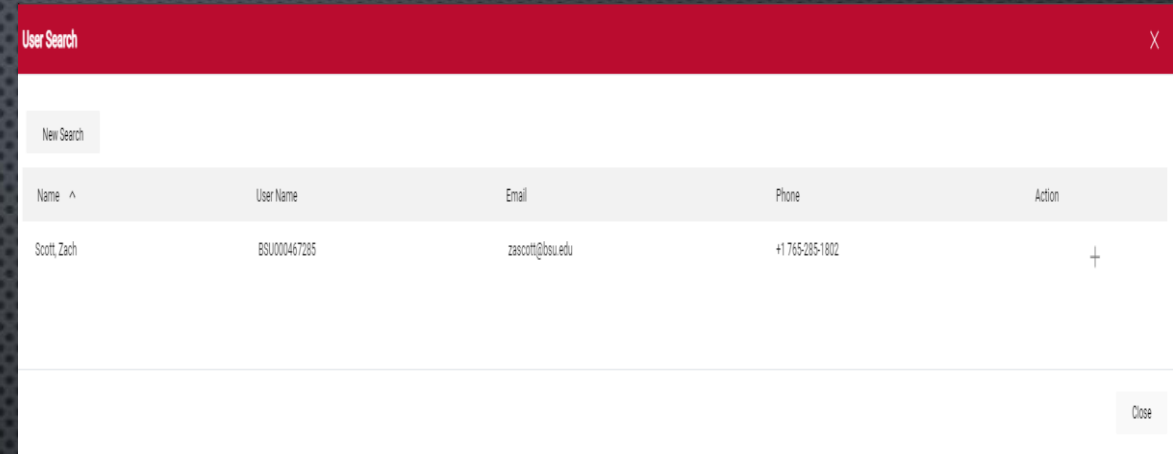
Role

Results Per Page

Search Close

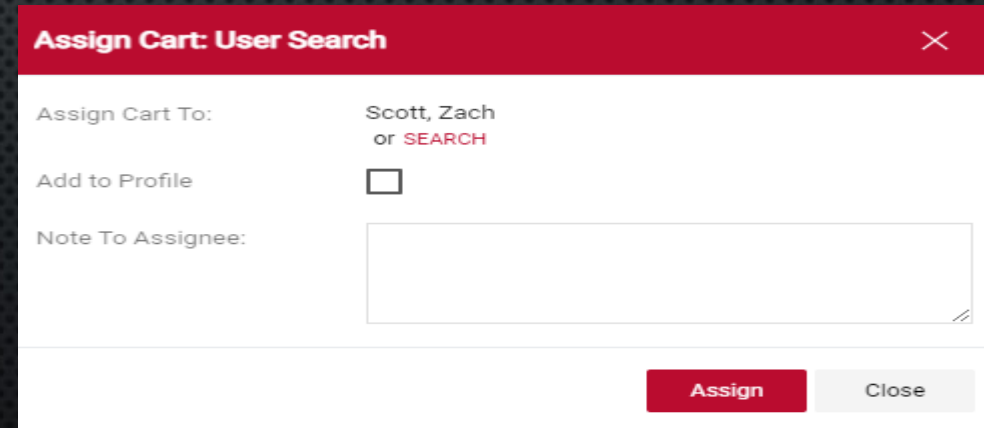
HOW TO ASSIGN A CART

- A USER SEARCH BOX WILL OPEN WITH THE NAMES THAT MATCH YOUR REQUEST.
 - CLICK ON THE + SIGN ON THE RIGHT SIDE.
 - THE + SIGN WILL ADD THE NAME
- ADD ANY NOTES YOU HAVE FOR THE ASSIGNEE IN THE FIELD BOX BELOW ADD TO PROFILE.
- CLICK THE RED **ASSIGN**, WHEN YOU ARE DONE.
- THIS WILL SEND YOUR CART TO THE ASSIGNED PERSON.
- YOU ARE DONE WITH YOUR B450 MOVE REQUEST



The 'User Search' dialog box features a red header with the title 'User Search' and a close button. Below the header is a 'New Search' button. A table displays search results with columns for Name, User Name, Email, Phone, and Action. One result is shown for 'Scott, Zach' with a plus sign in the Action column. A 'Close' button is located at the bottom right.

Name ^	User Name	Email	Phone	Action
Scott, Zach	BSU000467285	zascott@bsu.edu	+1 765-285-1802	+



The 'Assign Cart: User Search' dialog box has a red header with the title 'Assign Cart: User Search' and a close button. It contains three sections: 'Assign Cart To:' with the text 'Scott, Zach or SEARCH', 'Add to Profile' with an unchecked checkbox, and 'Note To Assignee:' with a text area. At the bottom, there are 'Assign' and 'Close' buttons.

Assign Cart To: Scott, Zach
or SEARCH

Add to Profile ☐

Note To Assignee:

Assign Close

WHAT IF I HAVE MORE TO ADD MORE THAN SIX LINES?

- IF YOU NEED TO ADD MORE ITEMS THAN SIX TO ADD TO YOUR B450 MOVE REQUEST YOU CAN ADD AN EXCEL SPREADSHEET AS AN ATTACHMENT.
- THE SPREADSHEET MUST HAVE THE SAME INFORMATION THAT THE B450 MOVE REQUEST DOES.
 - TO THE RIGHT IS AN EXAMPLE OF WHAT YOUR SPREADSHEET MUST LOOK LIKE.
- ADD THIS ATTACHMENT TO THE INTERNAL NOTES AND ATTACHMENT.

[illegible]

HOW TO ADD COMMENTS TO YOUR REQUEST

- YOU CAN LOOK UP YOUR REQUISITION BY THE NUMBER IN THE SEARCH BAR, WHICH IS LOCATED BY YOUR CART TAB.
- ONCE YOU HAVE THE REQUISITION PULLED UP, YOU CAN ATTACH YOUR SPREADSHEET IN THE COMMENT TAB AT THE TOP OF THE REQUISITION AND/OR THE INTERNAL NOTES AND ATTACHMENT.
- IF YOU ENTER THE ATTACHMENT IN THE COMMENTS.
 - CLICK COMMENTS.
 - CLICK THE + SIGN TO THE RIGHT OF THE PAGE.
 - WE CIRCLED FOR THE PRESENTATION.
 - ADD COMMENT BOX WILL APPEAR WITH NAMES FROM YOUR DEPARTMENT.
 - TO ADD SOMEONE ELSE YOU WILL NEED TO CLICK THE RED **ADD RECIPIENT**.
 - A USER SEARCH SCREEN WILL COME UP FOR YOU TO TYPE IN THE NAME YOU ARE LOOKING FOR.

The image shows two screenshots of the Ball State University requisition system. The top screenshot displays the 'Requisition' page for requisition number 149162054. The 'Comments' tab is selected, and the 'Records found: 0' is shown. A circled '+' icon is visible on the right side of the page. The bottom screenshot shows the 'ADD COMMENT' modal. It includes a text area for the comment, a list of email notification recipients (Alex Schull, Anna Arison, Matt Stephenson, Vivian Harrington), and options to attach a file or a link/URL. The 'Add Recipient' link is highlighted in red.

Ball State University

Requisition • 149162054

Summary Taxes/S&H PO Preview Comments Attachments History

Records found: 0

Show comments for Requisition +

No comments have been added

ADD COMMENT

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) **Add recipient**

- ☐ Alex Schull (Prepared by, Approved) <caschull@bsu.edu>
- ☐ Anna Arison (Approved) <ajarison@bsu.edu>
- ☐ Matt Stephenson (Approved) <mstephe2@bsu.edu>
- ☐ Vivian Harrington (Approved) <vharrin@bsu.edu>

Attach file (optional)

Attachment Type ☒ File ☐ Link/URL

File Name

File

Choose File Upload your file

HOW TO ADD COMMENTS TO YOUR REQUEST

- ONCE YOU HAVE FOUND AND SELECTED THE NAME, CLICK THE + SIGN ON THE RIGHT SIDE OF THE TAB.
- THE NAME WILL APPEAR WITH A GREEN CHECK BESIDE IT.
- NEXT GO DOWN TO ATTACH FILE (OPTIONAL)
 - FILL IN THE FILE NAME
 - CLICK ON THE CHOOSE FILE TAB IN GREY.
 - CLICK THE ✓ IN THE TOP RIGHT CORNER TO SEND YOUR COMMENTS TO THE PERSON WITH THE ✓ THEIR NAME.
 - OR
 - CLICK THE X IN THE TOP RIGHT CORNER DELETE THE COMMENT AND ATTACHMENT.

The screenshot shows a web interface titled "ADD COMMENT" with a light blue header bar. In the top right corner of the header is a green checkmark icon and a grey 'X' icon. Below the header, on the left, is a large text input area. Below this input area, it says "1000 characters remaining" and "expand | clear". To the right of the input area, there is a list of users with checkboxes and green checkmarks. The users are: Alex Schull (Prepared by, Approved) <caschull@bsu.edu>, Anna Arison (Approved) <ajarison@bsu.edu>, Matt Stephenson (Approved) <mstephe2@bsu.edu>, and Vivian Harrington (Approved) <vharrington@bsu.edu>. Below the user list, there is a section titled "Attach file (optional)". Under this section, there is a label "Attachment Type" with two radio buttons: "File" (selected) and "Link/URL". Below this, there is a label "File Name" and a text input field containing "Additional Items for B450 Move". At the bottom of the attachment section, there is a label "File" and two tabs: "Choose File" (highlighted in grey) and "RE, Move Request - Storage .pdf".

CONGRATULATION YOU HAVE FINISH THE B450 MOVE REQUEST TRAINING!

If you have any questions and/or concerns about a B450 Move Request, please contact the people listed below.

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