



**BALL STATE
UNIVERSITY**

W E F L Y

Purchasing Services



Purchasing Services

B450 Move Request Training



Purchasing Services Summary

- Purchasing services is an area of Business and Auxiliary services.
- Purchasing services offers several services to the campus community that are listed below, completely free to your department.
 - 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



What is a B450 Move Request

- A B450 move request is a document used to request a move with Purchasing services.
 - The B450 move request form is located on the SciQuest Home page.
 - Listed under Moving, Storage and Inventory forms .
 - A B450 is used to schedule the material handlers job task daily.
 - A B450 is used to track the life cycle of item(s) purchased by the university.
 - Includes;
 - Capital Assets
 - Non-capital assets (also called items/equipment)
 - Electronics.
 - The University Controller's Office uses this form to track Capital Assets.
 - Capital Assets are item(s) purchased with BSU funds that cost \$5,000 or more.
 - To track the proper removal and disposal of items and equipment purchased with the University funds.



B450 Move Request - Categories

Recycled Items - Request for us to pick up recycled items such as batteries, lamps, toner, etc.

Excess - To remove item(s) from the department permanently.

Inter-Departmental Move - Move item(s) from room-to-room in same department.

Departmental Move - Department moving from one location to another on campus. It must be schedule With Assistant Director of Purchasing Services.

Loaned - Temporary use between departments.

Long Term Storage Item - 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- Categories Definitions

Excess

- Excess is the item(s) that your department no longer need.
 - Item(s) can be reused by campus.
- Item(s) purchased with BSU funds, must go on a B450 request form.
- Items purchased with BSU funds cannot be taken home, donated or given away for personal use.

Recycling/Disposal

- 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 plastic wrap.
- All items must be listed on a B450 move request.

B450 Move Request- Categories Definitions

Inter-Department Move

Request to move item(s) within the same location.

Such As:

- Within The Same Office.
- Same Room
- Same Department.
- Between rooms within a department.

Departmental Move

- Moving your office/location to another space.

Such as:

- Moving from one building to another building.
 - Must be scheduled with the Assistant Director of Purchasing Services.
 - The Assistant Director of Purchasing Services and/or the Material Handler Supervisor will reach out to the contact person listed on the B450, to schedule the departmental move.

B450 Move Request- Categories Definitions

Loaned

- Loaned is a request to borrow an item(s) from another department.

Example:

- This could be used for borrowing stanchions, linen, signage, etc. for events.

Traded

- A department has and/or will be trading in old and/or damaged equipment or furniture.
- The B450 Move form **MUST** have the following;
 - 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.
- To start the trade in process, you must contact a Purchasing agent to ensure you have the proper trade value established.

B450 Move Request- Categories Definitions

Long-Term Storage

- Long term storage is an option for departments to store furniture and/or equipment that they want to keep and will use within a year.
- Long term storage is approved depending on availability of space.
- Departments are only allowed to store item(s) up to a year and/or until the remodeling of their location is complete.
- Once you put in a long term storage request, it must be reviewed and approved by the Assistant Director of Purchasing Services.
 - If approved, an additional form must be filled out, that will be sent to you directly.
- Long term storage is not a space to put your equipment and/or furniture you do not want to get rid of due the possibility of using it at a later date.
- We have a warehouse in Muncie that is located at 3100 E. Memorial.
 - We will contact you throughout the year as a reminder of your items.
 - After a year, we ask that you come out and review your items.
- Please contact Anna Arison @ 285-1803 for a Long Term Storage Form.

Stolen/Lost

- A B450 move request is required if an item(s) is lost and/or stolen.
 - You must provide the following;
 - BSU inventory number
 - Serial number
 - The department in which the item belonged too.
- If an item has been stolen, please contact the University police and fill out a police report.
 - A copy of the police report must be attached to the B450 move request

B450 Move Request - Required Information

- Before you start your B450 move request, you will need to gather information to help fill out your request.
 - BSU Tag Number. see the next slide for pictures of a inventory tag.
 - BSU inventory tag numbers are placed on item(s) that are \$5,000 or more.
 - Electronics may have a BSU inventory tag.
 - Older furniture may have a BSU inventory tag on it. (e.g. file cabinets, bookcases, etc.)
 - Serial Number of the item(s).
 - If the item(s) have a serial number it must be listed on the B450.
 - Description and quantity of items that are being placed on the B450 move request.
 - Location of where the item(s) are located for pickup. (e.g. RB-239)
 - Location of where the item(s) are being moved to. (e.g. TC-778)
- Once you have gathered all this information, you are ready to starting filling out your B450 Move request.

B450 Move Request – BSU Inventory Tags

Examples of BSU Inventory Tags you will find on your item(s).



How To Fill Out Your B450 Move Request

- Select from the 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- department requesting the move
- Note
 - Add anything you want us to know about this move.
 - The more information you give, the easier it is to get the job done.

BALL STATE UNIVERSITY - MOVE REQUEST B450

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

Please select...

Submit Date

11/23/2021

mm/dd/yyyy

Preferred Date of Completion

12/13/2021

mm/dd/yyyy

Department Information

Phone Number

5-1803

Contact Name

Anna Arison

Department

Purchasing Services

Form Instructions

- Review items carefully for inventory numbers and serial numbers.
- List items individually.
Do not enter "Miscellaneous Box" as item description.
- 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.

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.

Additional Notes/Longterm Storage Purpose

Please contact Anna Arison @ 5-1803 after 2:00pm for access into room.

80 characters remaining expand | clear

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
345678	5 - drawer filing cabinet	44564778	SV-122	Excess	
N/A	1 - Green Office Chair	N/A	SV-127	SV-133	



B450 Move Request – Preferred Date of Completion

- The preferred date of completion is the date you would like service.
- If you do not have a preferred date of completion, 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 field 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 deem important to making your move a smoother process.

Preferred Date of Completion

12/13/2021 

mm/dd/yyyy

B450 Move Request - Additional Notes/Long Storage Purpose Field

- The field to the right is for additional information.
- Such as:
 - Certain dates and times you are available.
 - Who to contact if you are unavailable.
 - This item does not need to be moved by Purchasing Services because it was already moved.
- You have 150 characters to list in this field. If you need additional space, there are different options available.
 - Add the information to the internal notes at checkout (On SciQuest).
 - Add the information in the comments after you have completed your B450 move request (On SciQuest).
 - 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	
<div>We have a refrigerator in TC429 that needs to be moved to long-term storage. I will need to be plugged in.</div> <div>44 characters remaining</div>	<div>expand clear</div>

B450 Move Request – Item Description field

- The item description field is a required field. (Additional details provided on the next slide)
- List the item(s) with the best description.
 - You must add the quantity of items that you are requesting to move if there is more than one item.
 - As an example: 2 steel case metal desks, 4 drawer filing cabinets, 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 for additional information.
 - 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.
 - This field is for supporting information; e.g. specific times, contact names & numbers.
 - If you list your item(s) in this field, we will reject your B450 move request.



How To Fill Out Your B450 Move Request

- BSU Inventory Number
 - Required to move an capital asset
- Description of item you are requesting to move
- Serial Number
 - If present
- Location
 - The current item is located
 - Must list Building name and room number
- Move To
 - Where is the item going
 - Must list building name and room number
- 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
345678	5 - drawer filing cabinet	44564778	SV-122	Excess	
N/A	1 - Green Office Chair	N/A	SV-127	SV-133	

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 SciQuest shopping cart.

Move Request - B450 - Google Chrome

solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=4311751&FavPageContext=2&tm...

Move Request - B450 Available Actions: Add and go to Cart **Go** Close

BALL STATE UNIVERSITY - MOVE REQUEST B450

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

Submit Date: 11/23/2021 mm/dd/yyyy Preferred Date of Completion: 12/13/2021 mm/dd/yyyy

Department Information

Phone Number	Contact Name	Department
5-1803	Anna Arison	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.

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.

Additional Notes/Longterm Storage Purpose

Please contact Anna Arison @ 5-1803 after 2:00pm for access into room.



Checkout Your B450 Move Request

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

Shopping Cart • 151566433 ▾

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	⋮ □

Details ▾

For

Anna Arison

Name

Donated Shelving from Cripes of Indy

Estimate (0.00 USD) >



B450 Move Request – Checkout Process

- Your cart should look similar to the picture to the right.
 - Check the shipping information to make sure that it is correct.
- You must add your accounting codes.
 - This will be your departmental FOAPAL.
 - B450 move request are a free services, but SciQuest requires a accounting code/FOAPAL.
 - Once the accounting codes/FOAPAL number is entered, you will click on the red **Save** tab and/or the **recalculate and save** tab.

Summary		Taxes/S&H	PO Preview	Comments	Attachments	History
General		Shipping				
Cart Name	Donated Shelving from Cripes of Indy		Ship To			
Description	no value		Attn: Anna Arison			
Priority	Normal		Phone: 1 (765) 285-1803			
Prepared by	Anna Arison		Purchasing			
Prepared for	Anna Arison		SV120-R1			
			3401 N Tillotson Ave			
			Muncie, IN 47306			
			United States			

Edit Accounting Codes

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

Chart *	Fund *	Organization *	Account *	Program *	Activity	Location
1	100100	134020	733010	2006	Search	Search
	Required	Required	Required	Required		

★ Required fields




Recalculate And Save



Save

Close





How to Add Internal Notes and Attachments



- Internal Notes and Attachment option will be under the Accounting Codes Field.
 - The internal notes and attachments is where you add any additional information you need to us to know.
- 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	Program	Activity	Location
1 Ball State University	100100 Current Operating Fund	134020 Purchasing Services	733010 Supplies	2006 Institutional Support	no value	no value

Internal Notes and Attachments  ... 

External Notes and Attachments  ... 

Internal Note	no value	Note to all Suppliers	no value
Internal Attachments	Add	Attachments for all suppliers	Add

Edit Internal Notes And Attachments 

Internal Note

Internal Note

1000 characters remaining expand | clear

Save

Close

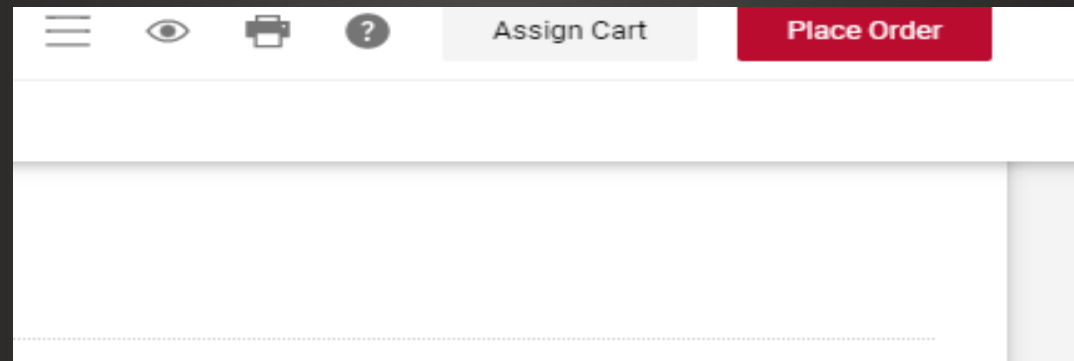


How to Add Internal Notes and Attachments

- To add an attachment to your B450 Move Request, you must 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 accepted, you will see a green line and a green ✓ with a trash can beside it.
 - If you attached the wrong attachment or want to remove the attachment from the requisition, click the trash can to delete the attachment.
 - You must click on the red Save Changes, for your attachments to save to the requisition.

Complete Your B450 Move Request – Checkout

- Once you filled in your accounting codes, added internal notes and attachments.
- 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 the cart.
- Type in the last name and first name of the person you are searching and click the Red **Search** tab.

Assign Cart: User Search ✕

Assign Cart To:

no value
or **SEARCH**

Note To Assignee:

Assign

Close

User Search ✕

Last Name ?

First Name ?

User Name ?

Email ?

Department ?

Position ?

Role ?

Results Per Page

10

Search

Close

What if I have more to add than six lines?

- If you need to add more than six items 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 a Requisition

- 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.

Requisition • 151566433 ▾

Summary Taxes/S&H PO Preview **Comments** Attachments ¹ History

Records found: 0

Show comments for Requisition ▾ +

No comments have been added

Requisition • 151566433 ▾

Summary Taxes/S&H PO Preview **Comments** Attachments ¹ History

Records found: 0

Show comments for Requisition ▾ +

ADD COMMENT ✓ ✕

1000 characters remaining expand | clear

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**

☐ Anna Arison (Prepared by, Approved) <ajarison@bsu.edu>

Attach file (optional)

Attachment Type ☒ File ☐ Link/URL

File Name

File

No comments have been added



How to Add Comments to a Requisition

- 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.

ADD COMMENT

✓ X

1000 characters remaining expand | clear

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

✓ Anna Arison (Prepared by, Approved) <ajarison@bsu.edu>

Attach file (optional)

Attachment ☒ File ☐ Link/URL

Type

File Name

File

Choose File

Upload your file

Who to Contact for Questions and Concerns

- Matt Stephenson
- Senior Director of Business Services for Purchasing, Printing, and Contracts
- mstephe2@bsu.edu
- 765-285-2838

- Anna Arison
- Assistant Director of Purchasing Services
- ajarison@bsu.edu
- 765-285-1803

- Alex Schull
- Purchasing Services Material Handler Supervisor
- caschull@bsu.edu
- 765-285-6300

- Zach Scott
- Central Stores Coordinator
- zascott@bsu.edu
- 765-285-1802





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