When do I use a B450 Move Request?

Excess	Remove from department permanently.
Inter-Department Move	Move item(s) from room to room within the same department.
Loaned	Temporary use between departments
Long-Term Storage	Item(s) that need to be stored for a period of time.
Traded	Purchased item(s) and trading in of old items.
Transferred	Item(s) moved to another department permanently.
Departmental Move	Move from one location to another.
Recycled Items	Items that are used such as: batteries, lamps, toner, broken chairs, etc.

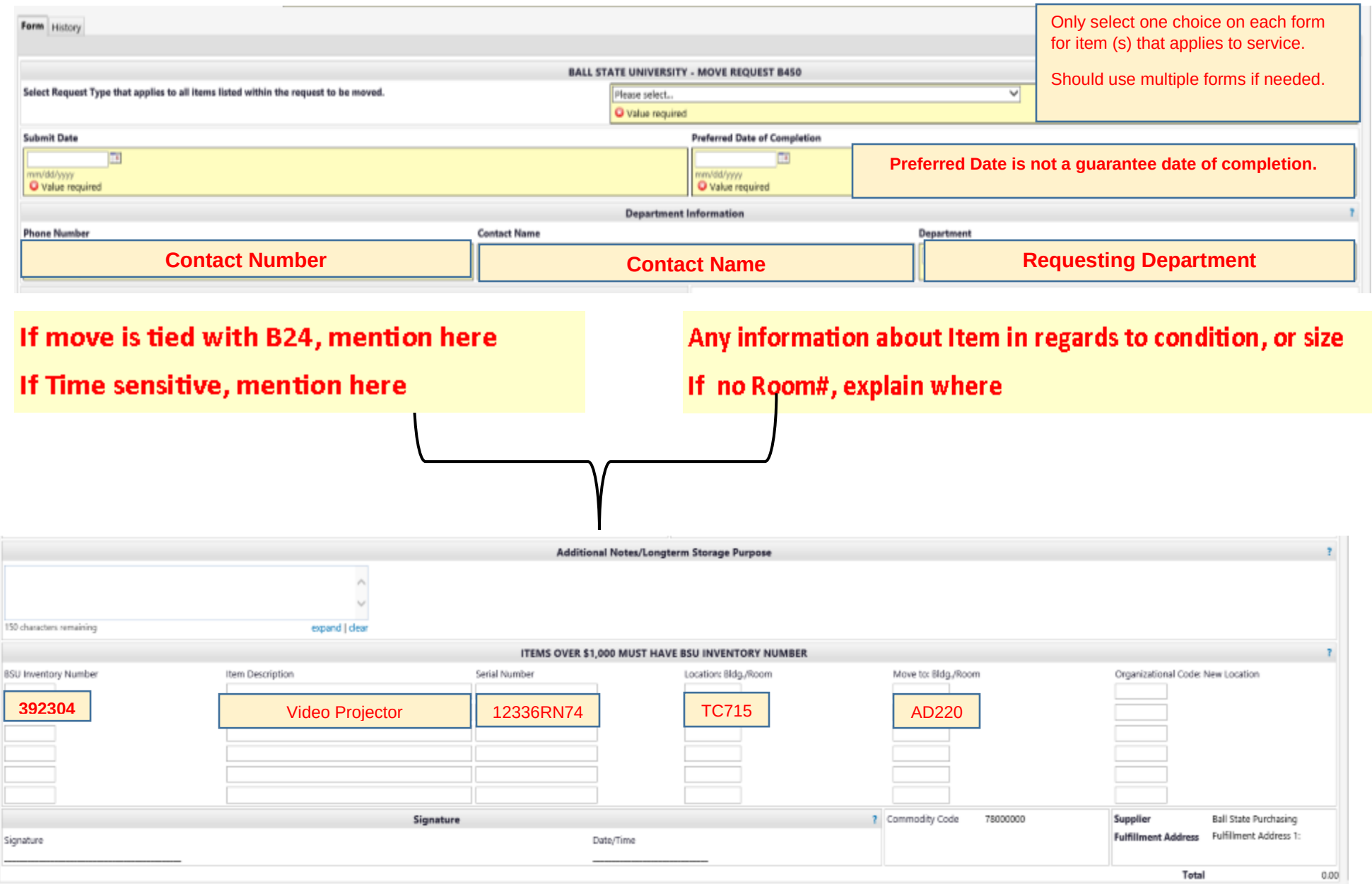
What you need to complete a B450 Move Request?

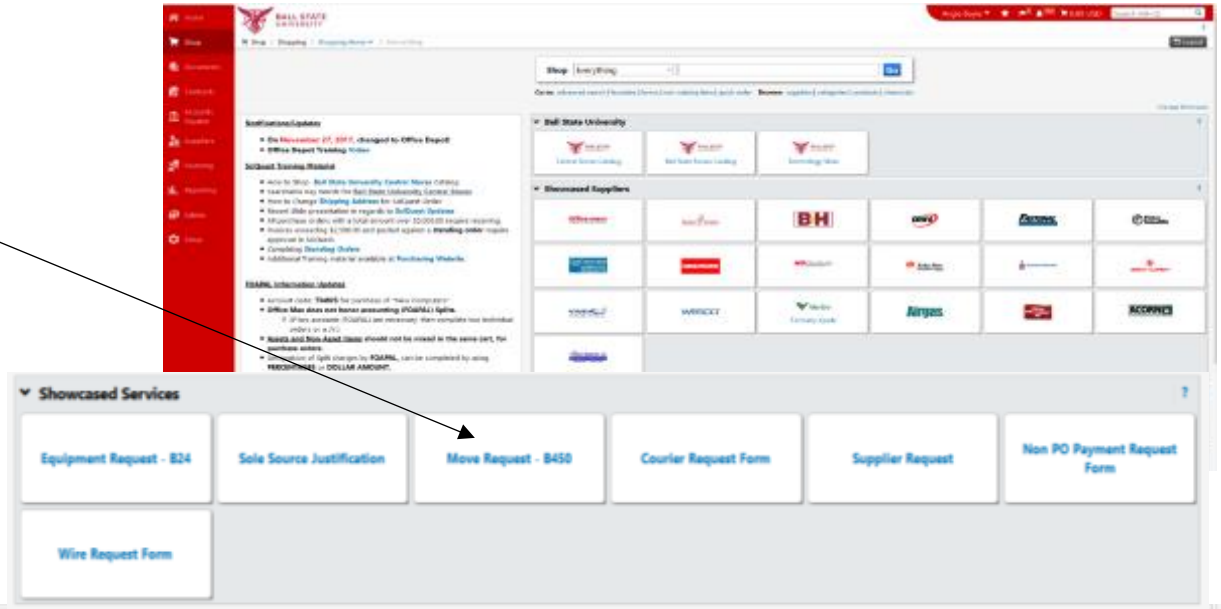
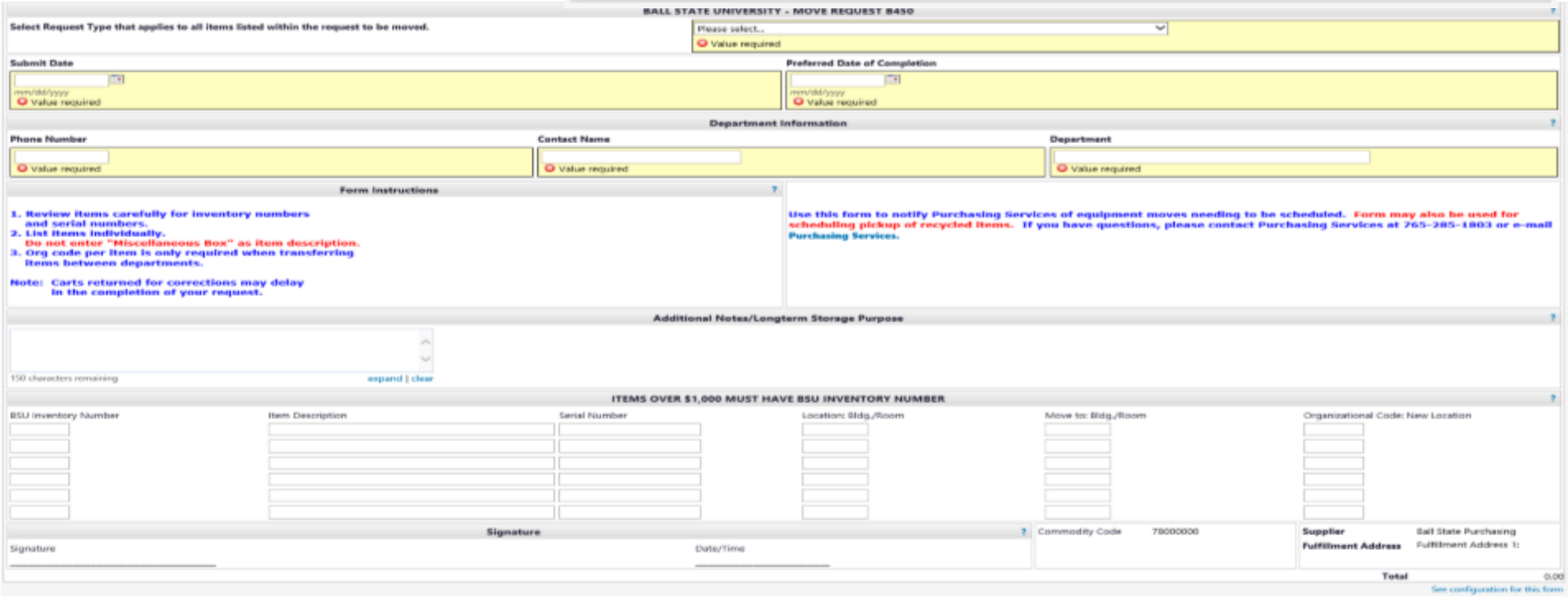
BSU Inventory Number	Inventory if item being moved is tagged
Item Description	Brief description of item(s)
Serial Number	Serial Number off any item(s) that has one. Ex: Monitors, computers, TV, etc.
Location Bldg./Room	Location of pick up and location to deliver.

What Account Code Should I use?

733210-Minor Equipment	Non-computer equipment valued at less than $5,000 per item.
734025-Computer Purchase	Computers valued at less than $5,000 per item
734020-Computer Software Purchased	Software valued at less than $100,000 per license.
739010-739150	Account Codes in this range are typically used with plant funds (9xxxxx range).

Must complete all Required Fields



To Complete a Move Request-B40

1. Login to JAGGAER
2. Look for “Showcased Services”
3. Click on “Move Request-B450”
4. Complete Form
5. Add and go to Cart
6. Proceed or Assign Cart