Ball State University
Purchasing Services
Policy: Long Term Storage

Building space is a valuable resource for the University and should be utilized in a manner that best supports the University's mission. Therefore, the storage of surplus items needs to be kept at a minimum. The University has a limited amount of storage space. The designated storage area should primarily be used to store excess items no longer than ONE year. This is a temporary storage solution, until the University finds a use for the items and/or they are disposed of (recycled, excessed or sold).

Purchasing Services is responsible for designating storage areas for campus and has the right to REFUSE any item that is requested to be stored in long-term storage. Storage is to be utilized as a temporary holding facility only, pending the final disposition of the items. Before placing items in storage all departments should assess the usability of the items and set a future removal/disposal date for the items stored. Long term storage will only be granted if there is space available.

Every six months the Assistant Director of Purchasing Services (AD) will contact each department to re-evaluate the use of the storage space. During this time, we request that each department come out to Storage and go through their items. If determined additional time is needed, and upon approval by the AD, the items will be stored for another six months. If not approved, the items will be returned to the original department for proper handling or disposal.

Items for University events such as commencement, homecoming, etc. will have a permanent space until the University no longer needs these items for future use. Once the University no longer has the use/need for these items, they will be required to excess these items.

Temporary Storage for Remodeling

Items stored for a remodel or a construction project in a department are considered a temporary storage item. Items kept in storage are to be returned to the remodeled location immediately after the job is complete. If the items are not going to be returned to the remodeled area, they are to be excessed.

Storage Viewing

To view items in your storage area, the department will need to schedule an appointment with the AD and/or Central Stores Coordinator. The visiting hours vary during the academic year.

Request for Storage

A B450 Move Request is required to start the process of moving an item from the department to long-term storage. Once the requisition has been entered, the department will need to contact the AD for the Long-Term Storage form, this needs to be fill out and returned to the AD before the items are stored. During this time, the AD has the right to refuse the storage of an item. If the Long-Term Storage form is not filled out and returned to the AD, the request will be refused.

To request storage, each department will be required to submit an explanation of the storage need and a detailed description of the items to be stored, including size and weight. If a department is requesting to store capital items (items valued over $5000) or electronics, the department requesting is required and

responsible for locating and adding the BSU asset tag number on the form. No capital items will be stored if the required forms are not filled out correctly.

The department will receive a copy of the completed form signed off by the AD for approval, via email.

Items that can be stored in Storage

- Items purchased by University funds.
    - No personal items will be stored.
- Furniture
    - Desk, pictures, chairs, tables, whiteboards, etc.
- Equipment
    - Tools, staging, flooring, etc.

Purchasing Services cannot guarantee and/or will not be responsible for damage, if it occurs.

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