

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

Form History

BALL STATE UNIVERSITY - MOVE REQUEST B450

Select Request Type that applies to all Items listed within the request to be moved. Value required

Submit Date Value required Preferred Date of Completion Value required

Department Information

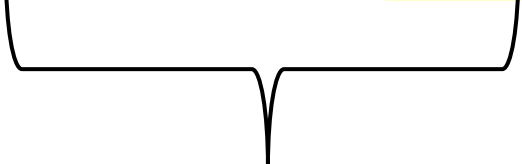
Phone Number	Contact Name	Department
Contact Number	Contact Name	Requesting Department

Only select one choice on each form for item (s) that applies to service.
Should use multiple forms if needed.

Preferred Date is not a guarantee date of completion.

If move is tied with B24, mention here
If Time sensitive, mention here

Any information about Item in regards to condition, or size
If no Room#, explain where



Additional Notes/Longterm Storage Purpose

150 characters remaining expand | clear

ITEMS OVER \$1,000 MUST HAVE BSU INVENTORY NUMBER

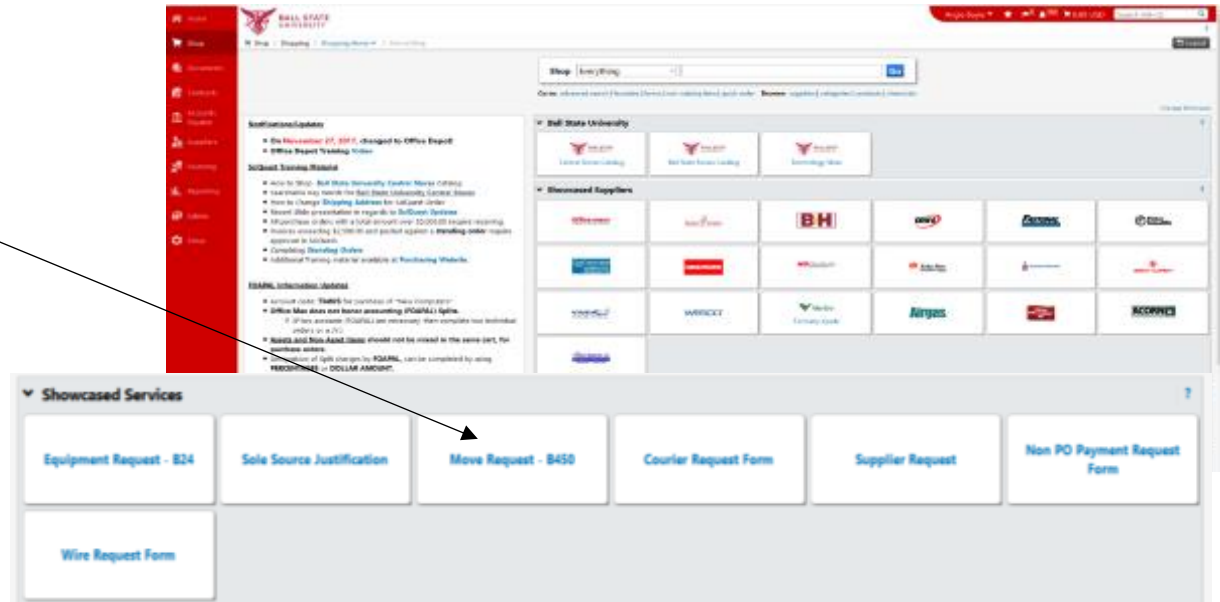
BSU Inventory Number	Item Description	Serial Number	Location: Bldg./Room	Move to: Bldg./Room	Organizational Code: New Location
392304	Video Projector	12336RN74	TC715	AD220	

Signature _____ Date/Time _____ Commodity Code 78000000 Supplier Ball State Purchasing Fulfillment Address Fulfillment Address 1:

Total 0.00

To Complete a Move Request-B40

1. Login to SciQuest
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



BALL STATE UNIVERSITY - MOVE REQUEST B450

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

Please select...
Value required

Submit Date: mm/dd/yyyy Value required
Preferred Date of Completion: mm/dd/yyyy Value required

Department Information

Phone Number: Value required
Contact Name: Value required
Department: Value required

Form Instructions

1. Review items carefully for inventory numbers and serial numbers.
2. List items individually.
3. Do not enter "Miscellaneous Box" as item description.
4. 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

150 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

Signature: _____ Date/Time: _____

Commodity Code: 78000000

Supplier Fulfillment Address: Ball State Purchasing Fulfillment Address 1:

Total: 0.00

See configuration for this form