

## Policy: Equipment Request Purchasing Services

### General

Purchasing Services delivers and picks up equipment to support events, large and small on campus. Equipment Requests (B24s) are available to all departments within the University. Our equipment is available on a first come, first serve basis. We are able to supply departments with tables, chairs, staging, podiums and coatracks at no cost.

### Timing

- Equipment should be ordered **at least three (3) business days in advance** of the requested delivery date.
  - Any request outside of our regular business hours will be charged to the department requesting. Please see our “Overtime Chargeback” policy.
  - It is difficult (and at times not possible), to fill last-minute requests.
- Purchasing Services understands that event details change; this usually is not a problem if you contact us well in advance of the event. This can be done by sending an email to the Assistant Director of Purchasing at [delivery@bsu.edu](mailto:delivery@bsu.edu) .
  - Please provide the Requisition number and the changes you wish to make.
  - Changes sent less than one business day prior to delivery may not be possible.

### How to Request Equipment

1. Go to [mybsu.edu](http://mybsu.edu) and click on the SciQuest link.
2. Login into SciQuest using your Ball State University credentials.
3. Once on the SciQuest Home Page, click on “Equipment Request-B24.”
4. Complete the required fields on the form that are in bold.
5. Enter the quantity of items that are needed.
6. Select “Add and go to Cart” next to the “Go” button in the upper right hand corner.
7. Click on “Go.”
8. Click on “Proceed to Check Out.”
9. Verify Shipping Address is correct and complete all fields ensuring that all requirements have been met.
10. When complete, click: “Place Order” or “Assign Cart” (depending on your access).

### Department Responsibilities of Equipment



- Departments utilizing and/or renting equipment from Purchasing Services shall be responsible for the condition and treatment of the item(s). All equipment repair or replacement costs shall be the responsibility of the department. The department will be charged the replacement cost of the item(s) that have been lost or damaged.

**Responsibility**

Purchasing Department

**Other Departments Affected**

BSU Departments

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