Bike Removal FAQ’s

Q1) What if I can’t make it back to campus to pick up my bike before April 9, 2020, what will happen to my bike?

A1) All bikes picked up by Purchasing Services will be stored in the university warehouse until the beginning of fall semester 2020. You will need to contact us at excess@bsu.edu, with a description of the bike, registration #, model, make and/or picture of the bike and the location of which the bike was picked up. Once we confirm we have your bike in our possession, you will setup an appointment to come out to Central Receiving to pick it up. You will need to have the key to the lock and/or combination to retrieve your bike.

Q2) How do I know that Purchasing Services has my bike that I left on campus and how can I get it returned to me?

A2) All bikes picked up by Purchasing Services will be stored in the university warehouse until the beginning of fall semester 2020. You will need to contact us at excess@bsu.edu, with a description of the bike, registration #, model, make and/or picture of the bike and the location of which the bike was picked up. Once we confirm we have your bike in our possession, you will setup an appointment to come out to Central Receiving to pick it up. You will need to have the key to the lock and/or combination to retrieve your bike.

Q3) How do I retrieve my bike from Purchasing Services?

A3) All bikes picked up by Purchasing Services will be stored in the university warehouse until the beginning of fall semester 2020. You will need to contact us at excess@bsu.edu, with a description of the bike, registration #, model, make and/or picture of the bike and the location of which the bike was picked up. Once we confirm we have your bike in our possession, you will setup an appointment to come out to Central Receiving to pick it up. You will need to have the key to the lock and/or combination to retrieve your bike.

Q4) Will I still be able to use my lock?

A4) All locks will have to be cut when the bike is picked up and taken to the warehouse. Ball State University is not responsible for bike locks and will not provide reimbursements for damaged locks.

Q5) Why is my bike being taken from where I left it?

A5) To prevent bicycles from being stolen, bikes that appear to be abandoned on Ball State property are tagged and put in storage until fall semester. If the tagged bikes are not picked up by the date on the tag, then they are removed and stored in a secure location until the fall semester for the owner to retrieve.

Q6) What if my bike was left on campus when I left, and Purchasing Services does not have my bike?

A6) Please contact University Police at 285-1111 and/or police@bsu.edu to file a police report regarding your missing bike.

Q7) How long into the fall semester do I have until to claim my bike?
You have until September 1st, 2020 to claim your bike from Purchasing Services. Due to the special circumstances of the COVID-19 pandemic, we are going to extend the grace period on holding your bikes. After the September 1st date, any bikes left in storage will become BSU property.