Purchasing Services Quick Reference Guide

How-To: Move
- Complete a B-450 Form with locations, items moving, and any asset or tag numbers available.
- Box all files, folders, and personal items.
- Disconnect all electronics or contact ITS to assist before moving, wrap and pack cords and equipment.
- Label packed boxes with your name, old location, and new location.
- Desks, shelves, and filing cabinets will be moved once they are empty.
- Any attached desks, shelves, or other furniture require a Work Order (FP&M) for disassembly before moving.

Contact: Assistant Director 5-1803 for any questions or concerns.

How-To: Store
- SHORT-TERM - (2-Weeks or Less)
  - Items that come into receiving that are not ready for delivery can be held for 2 weeks, otherwise a long-term storage form is required.
  - Notify Central Receiving if an extension beyond 2 weeks is necessary.
- LONG-TERM - (2-Weeks to a Year)
  - Fill out a B-450 form to establish a requisition number for your items.
  - Contact Purchasing Services Assistant Director for a storage form and form approval.
  - Fill-Out a long-term storage form. (Contact Asst. Director for Form submission)
  - Refiling must occur annually.

Contact: Assistant Director at 5-1803 for any further questions or concerns.
How-To: Mail

- Place department names clearly on all mail.
- Include the most recent 4-digit department account number for outgoing mail.
- Unsealed envelopes need to be “nested” together with flaps extended.
- Separate and rubber band international, campus, and regular mail together. Bulk Mail is separate via Printing Services.
- Write the Send Suite Live number on your outgoing package or attach sheet.
- Place department, room number, and recipient name for inter-campus mailers.
- Type all special shipping information on Send Suite Live shipping notes.
- Courier Request Forms “To” and “From” are room-to-room and department-to-department.

Contact: Central Mail Coordinator at 5-8369 for questions and concerns.

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How-To: Receiving

- Packages are delivered on Tuesdays & Thursdays with mail.
- Packages can be picked-up at Central Receiving if they
- If a package is lost, please have a tracking number available upon calling Central Receiving.
- If you have a return item, please write your RMA or Return Number on the package and notify your daily delivery driver.
- Please ensure incoming packages have a full name, campus department, valid Ball State address, and a purchase order number (if applicable).
- Packages sent; Express, Overnight, Next-Day Air, etc., Do not come to Central Receiving. These types of packages are delivered directly to the addressee.

Contact: Central Receiving at 5-1801 or Delivery@bsu.edu for questions.

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How-To: B-24s

- Use the notes field for detailed instructions on locations, pick-up preferences, set-up requests, etc.
- Look in less trafficked areas for your table and chair delivery.
- Items may be dropped off earlier and/or picked up later than requested unless specifically noted.
- Metal chairs are typically for outdoor events, plastic chairs may be delivered in exchange.
- Attached drawings or schematics of set-up layouts or drop locations can be attached in SciQuest.

Contact: Assistant Director at 5-1803, MH Supervisor at 5-6300 for any further questions or concerns.

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How-To: P-Cards

- Purchasing cards are used to make allowable, small charges (less than $2,500) directly with vendors.
- Purchases are to be tax exempt from Indiana Sales Tax. Exemption number is printed on p-card.
- Certain food purchases may be made after the Food Authorization Form has been completed and approved by the Purchasing Director and the Budget Office.
- All purchases must be documented via a receipt. Monthly receipts need to be scanned to Accounting.
- Additional information, forms, policies, etc. are on the Ball State website under Purchasing Services.
- Check Purchasing’s “Purchases to Avoid” list located on our Ball State University page.

Contact: PCard Administrator at 5-1533 or email PCard@bsu.edu for any questions or concerns.
How-To: Procurement

- Only the President and V.P. of Business Affairs are authorized to sign contracts on behalf of Ball State University.
- All purchases (goods/services) UNDER $15k are subject to Purchasing's approval and can be put out to bid.
- All purchases (goods/services) OVER $15k are subject to public bid (i.e. no split orders).
- Only in certain circumstances is public bidding waived (i.e. Sole Source Justification) via Purchasing.
- All contracts and agents must be reviewed and approved by the Office of General Counsel and signed by an authorized employee.
- Only execute vendor contracts once formal approvals have been completed.

Contact: Director 5-1532 or Purchasing Agents 5-1532.

How-To: Asset Tags

- Items that are valued at $5,000 or greater and have a useful life greater than 1 year are considered capital assets and require tagging.
- Any computer or electronic equipment containing a hard drive or was purchased through Ball State University funds (including grants) requires a computer tag.
- If a tag is worn off or illegible a replacement tag can be issued upon request.
- If an asset moves locations, a B450 (transfer) form must be submitted to Purchasing Services to maintain accurate records.

Contact: Assistant Director at 5-1803 or MH Supervisor at 5-6300 for any further questions or concerns.

How-To: Excess

- Please mark "excess" if an item is no longer needed in your department.
- One vendor per cart (2 or more vendors per cart will be returned to the requester).
- Please search any item that could be Capitalized ($5,000 and over) for an asset tag or serial number that must be recorded on the excess form.
- If the item has to be disassembled please indicate that on the B450 to arrange additional help in disassembly.
- Please indicate serial numbers, tag numbers, make, and model for computers and electronics being exceeded.
- If there are multiple items, they can be written in a spreadsheet and attached to the requisition.

Contact: Assistant Director at 5-1803 or MH Supervisor at 5-6300

How-To: B450

- Select a request type: (Recycle/Excess/I.D. Move/Loan/Long-term Storage/Stolen-Lost/Traded/Transferred).
- Always include BSU Asset # and Serial # in any B450.
- Utilize the notes field for specific dates, times, locations, and any additional directions that are specific to your request.
- Provide your department's newest organizational code.
- Preferred date is only for preference and may not occur as listed due to emergency calls or higher volume moves. (For non-flexible requests please utilize the notes field).
- Grouping of generic & miscellaneous items will be rejected. (Provide short descriptions of quantities and contents (e.g. 14 boxes of spoons & knives).

Contact: Director at 5-1532 or MH Supervisor at 5-6300
**How-To: Central Stores**

- Maintains an inventory of merchandise, such as custodial, electrical, hardware, paint, and plumbing supplies for departments to operate.
- One vendor per cart (2 or more vendors per cart will be returned to the requester).
- If you would like for Central Stores to carry an item for your department, please request a Request to Stock Items Form, and submit to the Assistant Director.
- Central Stores is located on the home page of SciQuest/Jaggaer.
- Material Handler’s pick and delivery Central Stores’ orders 5-days per week, typically within a 48-hour turn-around.
- Errors in Stores’ orders will be exchanged or credited upon notification to the Assistant Director of Purchasing Services.

Contact: Assistant Director at 5-1803 or MH Supervisor at 5-6300

**CENTRAL STORES**

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**How-To: Excess Catalog**

- The Excess Catalog is located on the SciQuest/Jaggaer homepage.
- Measure the space you intend to fill with an item from Excess to ensure the item will properly fit within your space.
- Scheduled appointments to inspect items are made by contacting the Assistant Director of Purchasing Services.
- If an accompanying B450 to remove items from the department is available please indicate the Excess Catalog Requisition # on your B450 to help coordinate item delivery and removal.
- Excess Catalog items are on a first-come, first-serve basis. If you no longer need an item, complete a B450 to have the items moved to excess.
- The Excess Catalog is updated weekly to ensure items are available for reuse throughout campus.

Contact: Assistant Director at 5-1803 or MH Supervisor at 5-6300

**EXCESS CATALOG**

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**How-To: Locate Us**

3401 N TILLOTSON AVENUE
MUNCIE, IN 47304

CENTRAL RECEIVING DOOR 4
PURCHASING SERVICES DOOR 3
CENTRAL MAIL DOOR 2

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**How-To: Reach Us**

- **Senior Director of Business Services**
  285-1532
- **Director**
  285-1532
- **Assistant Director**
  285-1803
- **Purchasing Agents**
  285-1532
- **Stores Coordinator**
  285-1802
- **Central Receiving**
  285-1801
- **Materials Handler Supervisor**
  285-6300

**PURCHASING SERVICES**