

Purchasing Services

Quick Reference Guide



BALL STATE
UNIVERSITY

EST. 1918

Purchasing Services Reference Guide Icons



Moving



Tables & Chairs



Central Mail



Storage



Purchasing



Capital Assets



Excess & B450s



Receiving



Central Stores



Excess Catalog

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.



MOVING



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.



STORAGE



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.



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.



How-To: B-24s (Tables & Chairs)

- 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.



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.
www.bsu.edu/about/administrativeoffices/purchasing
- 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 excessed.
- 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/Loaned/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**



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**



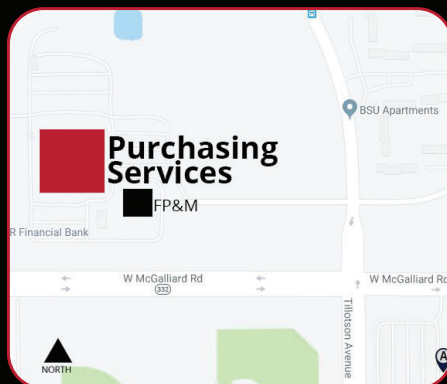
How-To: Locate Us

**3401 N TILLOTSON AVENUE
MUNCIE, IN 47304**

CENTRAL RECEIVING DOOR 4

PURCHASING SERVICES DOOR 3

CENTRAL MAIL DOOR 2



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**

