

Excess Items Frequently Asked Questions

Is this excess catalog for everyone on campus?

Everyone that has access to SciQuest can request items from the catalog. Check with your specific department if certain rules specifically apply to you.

How do I get items out of excess?

By ordering the item from the excess catalog.

I need to know how big the picture item is. How do I find out?

Email ajarison@bsu.edu description of the item and the number listed in the photo. A response will be sent once the dimensions are verified.

Can I hold a certain item until I am sure the item will meet our needs?

Items in the catalog are first come first serve. In the rare occasion, different people will request an item. In this case it will be awarded to the person who submitted the requisition we receive first. Purchasing services makes every attempt to delete a picture once it has been requested.

When will my item be delivered?

Once the requisition has been approved, picking begins. Once the order has been filled, the delivery is scheduled at the next earliest convenience.