

Moving

Do you have boxes for moving?

Boxes, tape and bubble wrap are available in limited supplies and can be requested by completing a Move Request-B450.

Do I need to empty my desk or filing cabinets before they are moved?

Yes, moving loaded desks and filing cabinets is dangerous and could result in damage to desk or file cabinet beyond repair.

Will my plants and personal items be moved when the rest of my office items are moved?

No, unfortunately the moving of personal items is prohibited.

My desk is large and has several pieces. Will the Material Handlers take it apart?

No. Arrangements need to be made with the Carpenter shop before the scheduled move. The Material Handlers will work with the Carpenter shop to avoid any undue delays in disassembling the desk.

I'm required to place items in storage. Will my items be safe?

Our storage warehouse is secure. However, it is not climate controlled. Items that may be sensitive to heat, cold or high humidity levels should be stored in a separate location at the requestor's expense.

Will I be able to access my stored items if I need something?

Limited access is available to acquire your items. Arrangements can be made by contacting ajarison@bsu.edu. You should only store items you're confident will not be immediately needed.

Inventory

I have a computer that does not have an asset tag.

Contact Inventory Control at: inventorycontrol@bsu.edu. If calling, please have any purchasing information available.

Should I complete a B450 if I move an item to another room?

Yes. Any item that moves locations requires a B450.

My asset tag is worn off. Is there any way to identify what the tag number was?

Contact Inventory Control with the serial number and description of the asset.

My laptop was stolen. What should I do?

Contact campus police or the local authorities from where the theft occurred. Complete a B450 indicating the items has be stolen. Submit the B450 with a copy of the police report.

Can I purchase an asset that is going to be sent to excess?

Generally, Purchasing Services holds a public auction at least once a year. Other assets are sold on Govdeal.com. Both auction services allow you to purchase items once you've become an eligible bidder. Most electronic equipment is recycled and not sold at public auctions.