

When do I use a B450 Move Request?

| | |
|------------------------------|---|
| Excess | Remove from department permanently. |
| Inter-Department Move | Move item(s) from room to room within the same department. |
| Loaned | Temporary use between departments |
| Long-Term Storage | Item(s) that need to be stored for a period of time. |
| Traded | Purchased item(s) and trading in of old items. |
| Transferred | Item(s) moved to another department permanently. |
| Departmental Move | Move from one location to another. |
| Recycled Items | Items that are used such as: batteries, lamps, toner, broken chairs, etc. |

What you need to complete a B450 Move Request?

| | |
|-----------------------------|---|
| BSU Inventory Number | Inventory if item being moved is tagged |
| Item Description | Brief description of item(s) |
| Serial Number | Serial Number off any item(s) that has one. Ex: Monitors, computers, TV, etc. |
| Location Bldg./Room | Location of pick up and location to deliver. |

What Account Code Should I use?

| | |
|---|---|
| 733210-Minor Equipment | Non-computer equipment valued at less than \$5,000 per item. |
| 734025-Computer Purchase | Computers valued at less than \$5,000 per item |
| 734020-Computer Software Purchased | Software valued at less than \$100,000 per license. |
| 739010-739150 | Account Codes in this range are typically used with plant funds (9xxxxx range). |

Must complete all Required Fields

Form History

BALL STATE UNIVERSITY - MOVE REQUEST B450

Select Request Type that applies to all items listed within the request to be moved.

Please select...
Value required

Submit Date
mm/dd/yyyy
Value required

Preferred Date of Completion
mm/dd/yyyy
Value required

Preferred Date is not a guarantee date of completion.

Department Information

Phone Number
Contact Name
Department

Contact Number
Contact Name
Requesting Department

If move is tied with B24, mention here
If Time sensitive, mention here

Any information about Item in regards to condition, or size
If no Room#, explain where

Additional Notes/Longterm Storage Purpose

150 characters remaining expand | clear

ITEMS OVER \$1,000 MUST HAVE BSU INVENTORY NUMBER

| BSU Inventory Number | Item Description | Serial Number | Location: Bldg./Room | Move to: Bldg./Room | Organizational Code: New Location |
|----------------------|------------------|---------------|----------------------|---------------------|-----------------------------------|
| 392304 | Video Projector | 12336RN74 | TC715 | AD220 | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature
Date/Time

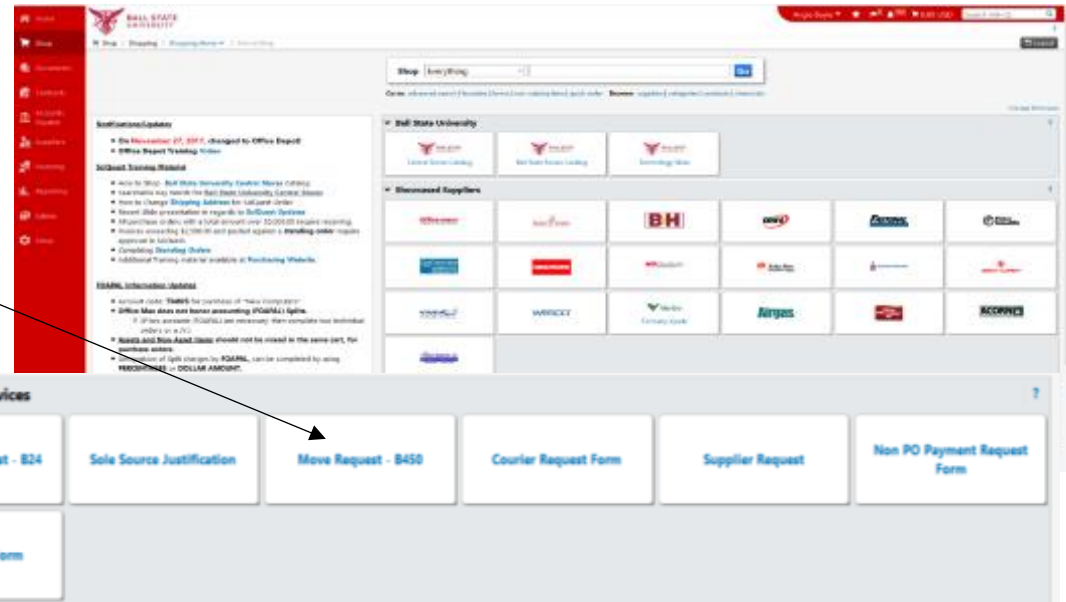
Commodity Code 78000000

Supplier Ball State Purchasing
Fulfillment Address Fulfillment Address 1:

Total 0.00

To Complete a Move Request-B40

1. Login to JAGGAER
2. Look for “Showcased Services”
3. Click on “Move Request-B450”
4. Complete Form
5. Add and go to Cart
6. Proceed or Assign Cart



BALL STATE UNIVERSITY - MOVE REQUEST B450

Select Request Type that applies to all items listed within the request to be moved.

Please select...
Value required

Submit Date
mm/dd/yyyy
Value required

Preferred Date of Completion
mm/dd/yyyy
Value required

Department Information

Phone Number
Value required

Contact Name
Value required

Department
Value required

Form Instructions

1. Review items carefully for inventory numbers and serial numbers.
2. List items individually.
Do not enter "Miscellaneous Box" as item description.
3. Org code per item is only required when transferring items between departments.

Note: Carts returned for corrections may delay in the completion of your request.

Additional Notes/Longterm Storage Purpose

150 characters remaining expand | clear

ITEMS OVER \$1,000 MUST HAVE BSU INVENTORY NUMBER

| BSU Inventory Number | Item Description | Serial Number | Location: Bldg./Room | Move to: Bldg./Room | Organizational Code: New Location |
|----------------------|------------------|---------------|----------------------|---------------------|-----------------------------------|
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| | | | | | |
| | | | | | |

Signature _____ Date/Time _____

Commodity Code 78000000

Supplier Fulfillment Address Ball State Purchasing Fulfillment Address 1:

Total 0.00
See configuration for this form