To Complete an Equipment B-24

1. Login to SciQuest
2. Look for “Showcased Services”
3. Click on “Equipment Request-B24”
4. Complete Form
   Add and go to Cart
**Equipment-B24**

**Must Complete all Required Fields**

Tips to Complete Form

1. Must complete all required fields
2. Actual Preferred pickup date and Delivered date may be vary depending on timing of event (eg. AM day before)
3. Submit the form do not ASSIGN
4. DO NOT mix this form with other suppliers o
5. DO NOT use Equipment Account codes on B-24