

Equipment-B24

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

The screenshot shows the SciQuest portal interface. On the left is a navigation menu with options like Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Admin, and Setup. The main content area features a 'Showcased Services' section with several buttons: 'Equipment Request - B24', 'Sole Source Justification', 'Move Request - B450', 'Courier Request Form', 'Supplier Request', and 'Non PO Payment Request Form'. Below this is a 'Wire Request Form' button. An arrow points from the text 'Add and go to Cart' to the 'Equipment Request - B24' button.

The screenshot displays the 'B24 Borrowing Equipment - Purchasing Services' form. It is divided into several sections:

- Delivery:** Includes fields for Building/Room, Date (mm/dd/yyyy), and Actual Delivery Time Needed (Please select...).
- Pick Up:** Includes fields for Date (mm/dd/yyyy), Preferred pick up time (Please select...), and Event Type.
- Contact Information:** Includes fields for Name, Department, and Phone.
- Additional Notes:** A text area with a 500 character limit.
- Items Available to Borrow:** A section with a warning: "Please use this form to request the use of university owned tables, chairs, risers, and other meeting related equipment. Electronic equipment requires a work order be completed. If you have questions please contact Purchasing Services at 765-285-1803 or e-mail Purchasing Services". It contains three sub-sections:
 - Tables:** Select Description of items: 6 Foot Table (Dimensions: 6 x 30 x 30) and 8 Foot Table (Dimensions: 8 x 30 x 30). Each has a checkbox and a quantity field.
 - Chairs:** Select Description of items: Metal - (Outside Usage) and Plastic - (Inside Usage). Each has a checkbox and a quantity field.
 - Risers & Steps/Miscellaneous:** Select Description of items: Three dropdown menus, each with a quantity field.
- Signature:** A line for a signature and a field for Date/Time.
- Supplier:** Includes fields for Supplier (Ball State Purchasing), Fulfillment Address (AF), and Commodity Code (78000000).

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Must Complete all Required Fields

Delivery: ?		Pick Up: ?	
Time of loan permitted may not exceed two weeks.		Date	Preferred Pick up Date
Building/Room	Building Code/Room #	Preferred pick up time	Preferred Pick up Time
Date	Date Need Delivered	Event Type	
Actual Delivery Time Needed	Time of Day Needed		

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Contact Information		
Name	Department	Phone
Requestor Name	Requestor Department	Requestor Phone
Additional Notes ?		
If Urgent let us know, If there is B450 related to same event please note here. Preferred date is only a preference, If time sensitive please include information about certain date.		

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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