

Move Request-B450

When do I use B450?

Recycled Items	Request for us to pick up recycled items such as batteries, lamps, toner, etc
Excess	To remove item from departmentally permanently
Inter-Department Move	Move item room to room in same department
Loaned	Temporary use between departments
Long Term Storage item	Storage for items for departments
Stolen/Lost	If equipment is lost or stolen
Traded	Purchased item and trading in old item
Transferred	Item moved permanently to different department

What you need to complete a B450?

BSU Inventory Number	Need Inventory if item being moved is tagged
Item Description	Brief description of item
Serial Number	Serial Number if you don't have BSU Inventory Number
Location Bldg./Room	Need for both locations, example AD112
Organization Code	Need Organization number for department being sent to

What Account Codes Should I use?

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

Move Request-B450

To Complete a Move Request-B40

1. Login to SciQuest
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

The screenshot shows the Ball State University SciQuest website. The top navigation bar includes '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', 'Non PO Payment Request Form', and 'Wire Request Form'. An arrow points to the 'Move Request - B450' button.

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.
3. 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

Signature: _____ Date/Time: _____

Commodity Code: 78000000
Supplier: Ball State Purchasing
Fulfillment Address: Fulfillment Address 1:

Total: 0.00
See configuration for this form

Move Request-B450

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. Value required

Submit Date Value required Preferred Date of Completion Value required

Department Information

Phone Number	Contact Name	Department
Requestor Phone	Contact Name	Requestor Department

Only select one choice on each form for items that it applies to
Should use multiple forms if needed

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 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	S/N 12336	SV120	AD220	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature _____ Date/Time _____ Commodity Code 78000000 Supplier Ball State Purchasing Fulfillment Address Fulfillment Address 1: _____

Total 0.00