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)
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
**Move Request-B450**

**Must Complete all Required Fields**

<table>
<thead>
<tr>
<th>Requestor Phone</th>
<th>Contact Name</th>
<th>Requestor Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor Phone</td>
<td>Contact Name</td>
<td>Requestor Department</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>BSU Inventory Number</th>
<th>Item Description</th>
<th>Serial Number</th>
<th>Location [Bid#/Room]</th>
<th>Move to [Bid#/Room]</th>
<th>Organizational Code [New Location]</th>
</tr>
</thead>
<tbody>
<tr>
<td>392304</td>
<td>Video Projector</td>
<td>S/N 12336</td>
<td>SV120</td>
<td>AD220</td>
<td>Organization</td>
</tr>
</tbody>
</table>

**Additional Notes/Longterm Storage Purpose**

130 characters remaining

**Items over $1,000 must have BSU inventory number**