

Equipment Request-B24

Purchasing Services offers a variety of tables, chairs, podiums, risers, steps, handicap tables, coat racks, and for loan to departments for on campus events. The loan of these items should not exceed two weeks.

Items Available:

Table's Available	Risers & Steps Available
6 Foot	12 Inch Riser
8 Foot	24 Inch Riser
Handicap Table	24 Inch Steps
Cocktail Table - Dimensions: 44R x 31.5H	
Round (60") - Dimensions: 60R x 30H	

Chairs Available	Podium's Available
Metal	Podium – Free Standing
Plastic	Podium-Table Top

Miscellaneous Items Available
Coat Rack

How to Complete an Equipment Request Form

1. Go to mybsu.edu and select Banner, SciQuest
2. Login into SciQuest using Ball State credentials
3. SciQuest Home Page Click on "Equipment Request-B24"
4. Complete the Required fields on form that are in Bold
5. Enter quantity of items that are need
6. Select "add and go to Cart" next to blue "Go" button on upper right hand corner
7. Click on Go
8. Click on Proceed to "Check Out"
9. Verify Shipping Address is correct and complete all fields ensuring that all requirements are met
10. When complete "Place Order" or "Assign Cart" depending on your access

Contact

Central Stores Coordinator

(765) 285-1802

Assistant Director of Purchasing Services

(765) 285-1803