

Ball State University
Purchasing Services
Policy: Excess

This procedure is for the proper disposal of a moveable asset. When an asset is no longer of use to a department, Purchasing Services will determine the proper disposition of the item (s) in accordance with Ball State University rules and regulations. Excess property are University owned items, equipment or goods that are no longer of useable value to the custodial department. This policy includes both capitalized and tracked assets (those with inventory control tags) and non-capitalized or non-tracked equipment (those with no inventory control tag).

- A B450 Move Request form is required for all University funded grants and donation items that are to be moved, transferred, stored, or that are lost/stolen, traded and/or recycled.
- The department, in which these items are located, are responsible for the care and condition of these item (s) and are to fill out the B450 move request correctly.
- Once the B450 Move Request has been submitted, the Assistant Director of Purchasing Services will approve the form if all the required information is filled out.
 - Once the B450 Move Request has been approved by the Assistant Director of Purchasing Services, the request will be scheduled for pickup, move, etc.
- When an item has been excessed, this item (s) becomes Purchasing Services' possession and we will dispose of the item according to the Ball State University rules and regulations.
- The B450 Move Request form is used by the Controller's Office for tracking all capital and non-capital assets for the Board of Accounts.

If the required information is not filled out correctly, the B450 Move Request will be returned to the requester. The "Preferred" date is a preferred date only, if you need an item moved by a certain date, add the information in the note box and contact the Assistant Director of Purchasing Services at 285-1803.

This process is the responsibility of the requesting department and includes packing and unpacking all item (s) which includes emptying all desk and filing cabinets, locating the BSU ID number and the serial number of the item (s), and documenting the correct amount of items that are to be moved.

Purchasing Services reserves the right to refuse moving and/or picking up any items that are not properly packed, emptied out or not listed on the B450 Move Request. If we do not move the requested item (s) at the time that is scheduled, the department will be rescheduled at the first available time.