

To Complete an Equipment B-24

1. Login to JAGGAER
2. Look for “Showcase Services”
3. Click on “Equipment Request-B24”
4. Complete Form
5. Add and go to Cart
6. Proceed or Assign Cart

The screenshot shows the Ball State University JAGGAER website. The top navigation bar includes links for Home, Shop, Documents, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Admin, and Setup. The main content area features a 'Showcase Services' section with a grid of links: Equipment Request - B24, Sole Source Justification, Move Request - B450, Courier Request Form, Supplier Request, and Non PO Payment Request Form. The 'Equipment Request - B24' link is highlighted with a red box and an arrow pointing to it.

Equipment Request - B24

Available Actions: Add and go to Cart Go Close

B24 Borrowing Equipment - Purchasing Services

Delivery:

Time of loan permitted may not exceed two weeks.

Building/Room:

Date:

Actual Delivery Time Needed:

Pick Up:

Date:

Preferred pick up time:

Event Type:

100 characters remaining expand | clear

Contact Information

Name:

Department:

Phone:

Additional Notes

500 characters remaining expand | clear

Items Available to Borrow

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

Tables

Select Description of item(s):

6 Foot Table (Dimensions: 6 x 30 x 30) Quantity:

8 Foot Table (Dimensions: 8 x 30 x 30) Quantity:

Chairs

Select Description of item(s):

Metal - (Outside Usage) Quantity:

Plastic - (Inside Usage) Quantity:

Risers & Steps/Miscellaneous

Select Description of item(s):

Quantity:

Quantity:

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 #	
Date	Date Need Delivered	Preferred Pick up Time
Actual Delivery Time Needed	Time of Day Needed	
	Preferred pick up time	
	Event Type	
		100 characters remaining expand clear

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.**

Tips to Complete Form

1. Must complete all required fields
2. Actual Preferred Pickup date and Delivered date may 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
5. **DO NOT** use Equipment Account codes on B-24s

Updated: 10.29.2025