

To Complete an Equipment B-24

1. Login to SciQuest
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 SciQuest website interface. The top navigation bar includes the Ball State University logo and user information. A left sidebar contains navigation links like Shop, Documents, Orders, etc. The main content area features a 'Showcase Services' section with a grid of service buttons. The 'Equipment Request - B24' button is highlighted with an arrow from the instructions. Other visible buttons include 'Sole Source Justification', 'Move Request - B450', 'Courier Request Form', 'Supplier Request', and 'Non PO Payment Request Form'. Below this grid is another 'Showcased Services' section with similar buttons.

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:

Contact Information
 Name: Department: Phone:

Additional Notes

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		Chairs	
Select Description of item(s):	Quantity	Select Description of item(s):	Quantity
6 Foot Table (Dimensions: 6 x 30 x 30)	<input type="text"/>	Metal - (Outside Usage)	<input type="text"/>
8 Foot Table (Dimensions: 8 x 30 x 30)	<input type="text"/>	Plastic - (Inside Usage)	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

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 #	Preferred Pick up Time
Date	Preferred pick up time	
Actual Delivery Time Needed	Date Need Delivered	
	Event Type	
	Time of Day Needed	
		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