Ball State Central Stores

Finding Items in Central Stores

1. After logging into SciQuest, you will see the “Ball State University Central Stores” catalog logo. Click on the “Central Stores” button and then click the magnifying glass icon.

2. Search for items utilizing the same item numbers, categories, or descriptions that you used in Formblaster. You can search by categories or descriptions such as: absorbents, cleaners, or paper. If you know the item number you can also type it and then click “go”.

You can use the filter button on the side and filter based on category. Select the category you need. If you want to see more categories, click on “more” and you can view all categories.
Ball State Central Stores
Finding Items in Central Stores

3. You can also search for particular items using the main search bar on the top of the SciQuest home page.

4. After finding the item you need; type quantity needed, add to cart and then proceed to check out.