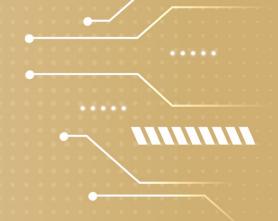
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ENTERING BUDGET INFORMATION

External Customers

1) Once you have approved an **Estimate**, you will be asked to provide budget information on the next screen

Payment Information

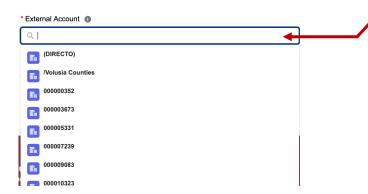
Before we can begin the requested work, please provide your payment information. FSU departments must provide valid Purchase Order (PO) details; FSU Budget Managers will be notified once the PO information has been submitted. External customers must provide a valid external account.

If you have any questions, please contact the ITS Service Desk at 850-644-4357 or <u>help.fsu.edu</u>.

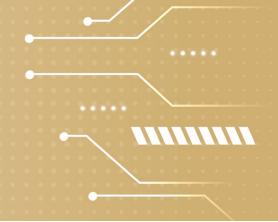
2) Click the radio button next to External Account



3) Click the magnifying glass and select the External Account from the provided list



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4) Click Next



5) Confirmation screen will appear. You do not need to take any further action.

Response Received

Your ITS estimate approval and budget information has been sent to our staff.

If you have any questions, please add a comment to your myFSU Service Center case or contact the ITS Service Desk at help.fsu.edu.

myFSU Service Center