PAGE 1 (landing page)

*All Fields on this page are REQUIRED.

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**FLORIDA STATE UNIVERSITY**

**INFORMATION TECHNOLOGY SERVICES**

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**Contact Information**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Contact Email</th>
<th>Contact Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
</tbody>
</table>

(Example: 0506551212)

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**DEPARTMENTAL BUILDING Information**

(Not required for External Account Requests)

Enter Building and Service Room Info. Incorrect information will delay processing of your order.

NOTE: Begin typing characters in drop-down boxes to narrow the list.

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- **Contact Information:**
  - Name
  - Phone number (include area code)
  - Email address (must be in proper email format)
  - Room

- **Building Information is required:**
  - Find contact building in dropdown menu
  - If you do not see your building, or you would like to change the building information permanently in the system for your department, please follow the instructions listed at [http://www.fsu.edu/directories/Departments](http://www.fsu.edu/directories/Departments)
  - Select the building in which you are requesting service (include room number in box below)

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**DEPARTMENTAL GL/Budget Information**

Recurring Monthly Charges: the next page will bring in the Department Name and list of PO's available to you on that budget. Required EVEN for non-billable items.

<table>
<thead>
<tr>
<th>Recurring Monthly Charges</th>
<th>One-Time Non-Recurring Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID (6 digits)</td>
<td>NR Dept ID (6 digits)</td>
</tr>
<tr>
<td>Fund Code (3 digits)</td>
<td>NR Fund Code (3 digits)</td>
</tr>
<tr>
<td>Project (if N/A, leave 5 zeros)</td>
<td>NR Project (if N/A, leave 5 zeros)</td>
</tr>
</tbody>
</table>

---

**ESTIMATE ONLY \* \* GL/PO numbers will be required before any work is performed \* **

Department Name FOR ESTIMATE:

Type characters here to narrow the Department list (ONLY FOR ESTIMATES)

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**FOR EXTERNAL ACCOUNTS ONLY (No Departmental Budget Number)**

Company/External Account (EA) Name:

Type characters here to narrow the External Account list.

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**CONTINUE...**

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Other ITS Forms/Information

To VOID an existing Order or for technical difficulties

Email ITS Service Management

and provide Order Number where applicable
Billing Information is required:

- Enter budget number to be used in Recurring or One-Time Non-Recurring
- If you do not include budget information, it WILL delay your order, as orders cannot be processed without accurate budget information
- If this is an estimate request, select the box beside "ESTIMATE ONLY ***"
  - Select department in dropdown menu for ESTIMATE ONLY
- If you require an External Account, select your department or company name in the dropdown menu
- If a new External Account (non FSU budget number) needs to be created, please indicate so in the details of work and include the following:
  - Company Name (if not listed or different than dropdown menu)
  - Billing Address Street
  - Billing Address City
  - Billing Address State
  - Billing Address Zip
  - Alternate Contact Name
  - Alternate Contact Phone Number
  - Alternate Contact Email Address

- Upon clicking the "Continue..." button, you will be directed to the next page (If any required fields are empty, an error will be shown).
- **Service** Information is required:
  - Select one or more of the boxes that relates to your request
  - The "Specific Details of Request" box is a space in which you can elaborate on any information you feel will find useful to fulfill your request
  - Enter the answer to the security question before submitting order form
  - **Only select submit one time.** This may take up to two minutes to generate your order number (Or TSR#)
  - Once complete, a copy of the order form will appear on the same page with your details, and a copy will be sent to the email that you provided on the first page.