Purchase Items – Art Lockers

To purchase an Art Locker, follow the steps below.

1. Sign into your Student Center on my.BoiseState and click on the **Other Financials** drop down menu under the Finances Section.

   Select **Purchase Items** from the drop down box. Click on the blue arrows to continue.

2. Enter the quantity you are purchasing and click calculate total, then click next.
3. Confirm your order, Click next.

4. Select the payment method from the drop down box. Click on the Next button.
5. Your payment will be collected through our secure third party payment provider, select Continue To Make Payment.

6. In this example, we selected the credit card option. Enter the card number and select Continue.
7. Verify the name of the card holder, expiration date and billing address.

8. Verify the payment amount and last four digits of the card number, if correct select Submit.
9. Print the Confirmation Page for your records and bring to the Art Department located in the Liberal Arts Building, Room 252.

![Confirmation Details Table]

Your payment has been accepted. Print this information for your reference.

**Confirmation Details**

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Total Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000701890</td>
<td>20.00</td>
</tr>
</tbody>
</table>

**Card Number** 5454

**Transaction Date** 05/09/2014

**Transaction Status** Successfully Posted

**Description** Art Lockers  
**Term** 20.00  
**Unit Price** 20.00  
**Quantity** 1  
**Item Total** 20.00

Currency used is US Dollar.

- [View Confirmed Payment]
- [Make Another Purchase]