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Using an IOU item in a food service

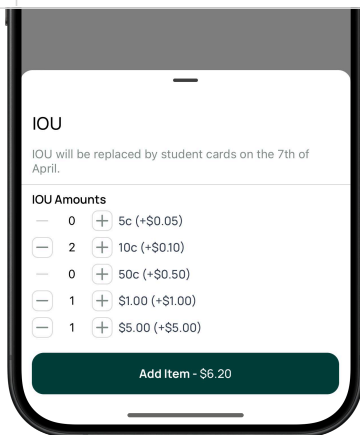
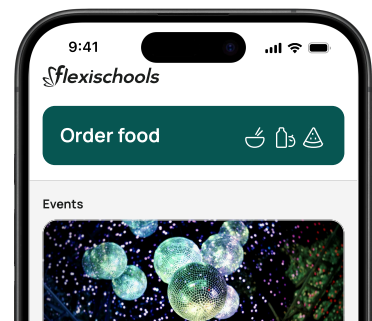
# Pay an IOU on Flexischools

An IOU is a request from your school's canteen to pay them back for items that were provided to your student without payment, such as a replacement lunch or uniform.

## Step 1

### Create an order

- 1 Click the **"Order food"** button to start an order.
- 2 Select the relevant child.
- 3 Click the lunch/recess service.



## Step 2

### Add an amount to the cart

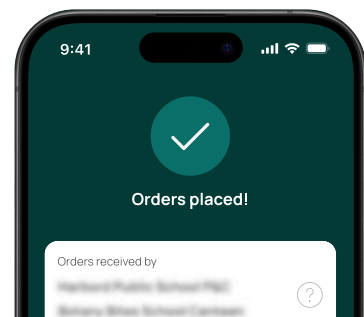
- 4 Click the item called **"IOU."**
- 5 Use the **"+"** buttons next to the denominations to add to the correct value of the IOU request.
- 6 Once the full amount is added, click **"Add Item"**.

**Note:** You can also add food items to your cart before checking out.

## Step 3

### Checkout and pay

- 7 Click the **"View Cart"** button.
- 8 Ensure you have added the **correct amount** to the cart.
- 9 Click **"Checkout"** to pay.



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