

TREQ: Event or Multi-Order Request

This guide walks you through how to submit a TREQ request for an event or multi-order situation.



To keep events and other complex orders organized, always start with a Pre-Authorization that shows the total estimated amount. As invoices come in, purchases need to be made, or reimbursements processed, revisit the Pre-Authorization and add orders as needed.

Submitting the Pre-Authorization

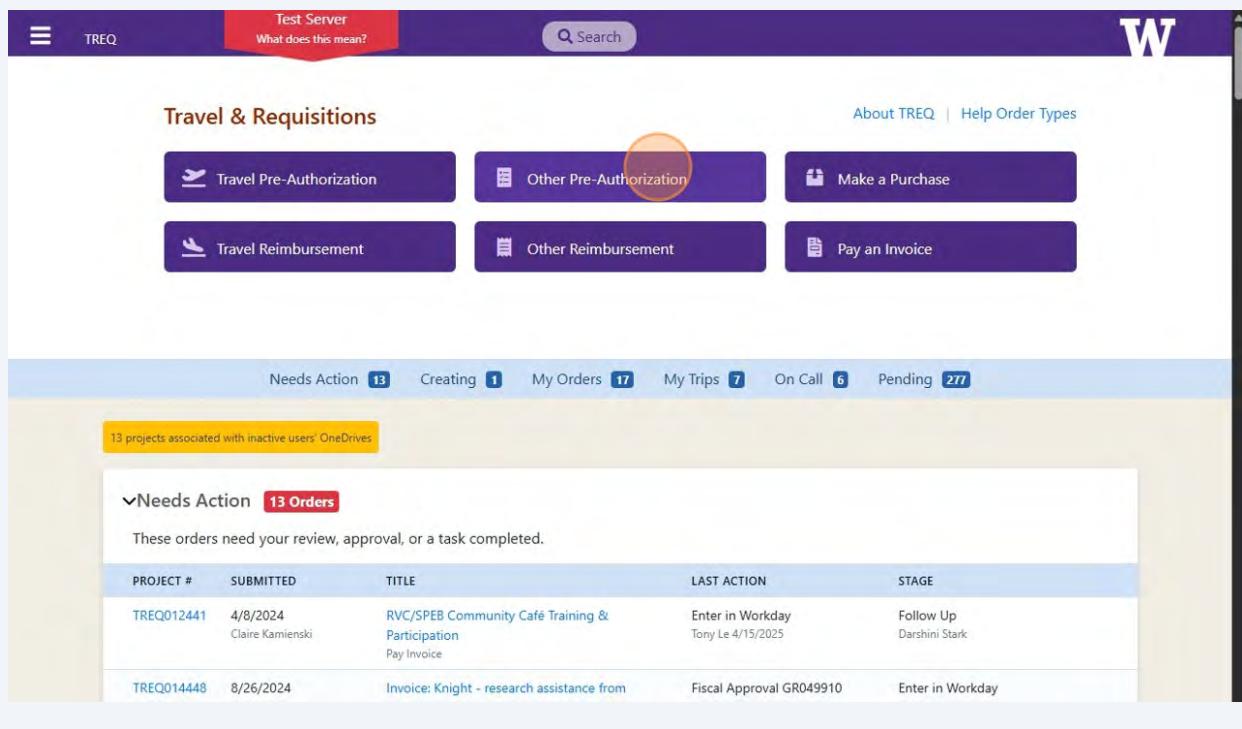
1

Navigate to <https://educ.uw.edu/treq/>

The screenshot shows the TREQ application interface. At the top, there is a navigation bar with links: 'Needs Action' (13), 'Creating' (1), 'My Orders' (17), 'My Trips' (7), 'On Call' (6), and 'Pending' (277). Below the navigation bar, a yellow box displays the message '13 projects associated with inactive users' OneDrives'. The main area is titled 'Needs Action' with a sub-section '13 Orders'. A sub-message below it says 'These orders need your review, approval, or a task completed.' A table lists 13 orders with columns: PROJECT #, SUBMITTED, TITLE, LAST ACTION, and STAGE. The table rows are as follows:

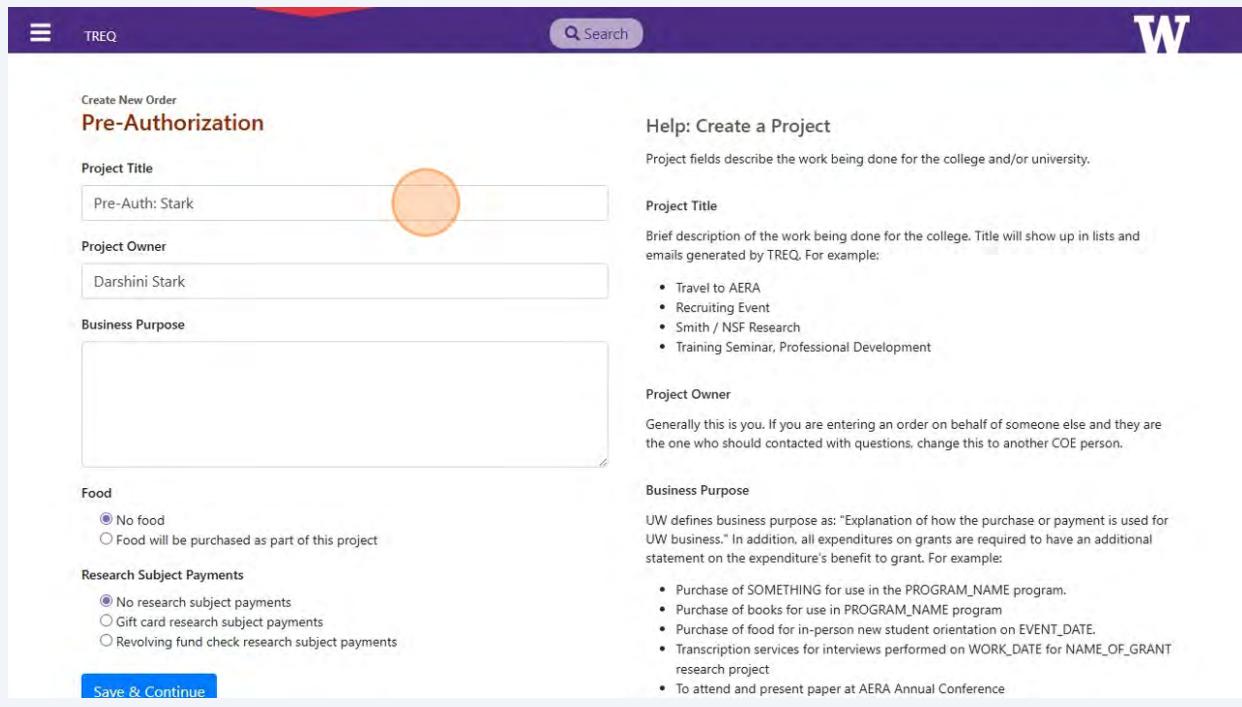
PROJECT #	SUBMITTED	TITLE	LAST ACTION	STAGE
TREQ012441	4/8/2024 Claire Kamienski	RVC/SPEB Community Café Training & Participation Pay Invoice	Enter in Workday Tony Le 4/15/2025	Follow Up Darshini Stark
TREQ014448	8/26/2024 David Knight	Invoice: Knight - research assistance from external consultant, Shin Pay Invoice	Fiscal Approval GR049910 Kaitlyn Li 8/27/2024	Enter in Workday Darshini Stark
TREQ014972	10/2/2024 Kristen Missall	Time2Track Sales Tax Invoices Pay Invoice	Fiscal Approval PG104026 Serianna Bock 10/3/2024	Enter in Workday Darshini Stark
TREQ016432	1/22/2025 Laura-Beth Straight	Honorarium for Dr. Muhammad Khalifa Purchase	Fiscal Approval GF117028 Darshini Stark 1/28/2025	Place Order Darshini Stark
TREQ016914	2/21/2025 Laura-Beth Straight	Banks Center Sponsorship of Dr. Margo Okazawa-Rey Lecture Purchase	Fiscal Approval GI117028 Darshini Stark 4/14/2025	Place Order Darshini Stark
TREQ017911	4/29/2025 Paul Metellus	BI Operations: Student Support - Brayden Jackson Purchase	Enter into SDB Brenda Rubio 5/5/2025	Place Order Darshini Stark

2 Click "Other Pre-Authorization"



The screenshot shows the TREQ interface with a purple header. The 'Travel & Requisitions' section is visible, featuring several buttons: 'Travel Pre-Authorization', 'Other Pre-Authorization' (which is circled in red), 'Make a Purchase', 'Travel Reimbursement', 'Other Reimbursement', and 'Pay an Invoice'. Below this, a navigation bar shows 'Needs Action 13', 'Creating 1', 'My Orders 17', 'My Trips 7', 'On Call 6', and 'Pending 277'. A yellow box highlights '13 projects associated with inactive users' OneDrives'.

3 Update the "Project Title" field. Include helpful identifying words for later searches.



The screenshot shows the 'Pre-Authorization' form. The 'Project Title' field contains 'Pre-Auth: Stark'. The 'Project Owner' field contains 'Darshini Stark'. The 'Business Purpose' field is empty. The 'Food' section has two options: 'No food' (selected) and 'Food will be purchased as part of this project'. The 'Research Subject Payments' section has three options: 'No research subject payments' (selected), 'Gift card research subject payments', and 'Revolving fund check research subject payments'. A 'Save & Continue' button is at the bottom.

4

Update the business purpose. It should be short and concise, but explain how it benefits the college.

If food is being purchased, be sure to press the "Food will be purchased as part of this project" button.

Student Orientation XYZ Program - FY26	Project Title
Project Owner	Brief description of the work being done for the college. Title will show up in lists and emails generated by TREQ. For example:
Darshini Stark	<ul style="list-style-type: none">• Travel to AERA• Recruiting Event• Smith / NSF Research• Training Seminar, Professional Development
Business Purpose	Project Owner
New student orientation for XYZ Program. We will be covering basic information, doing a meet and greet, and providing lunch. A guest speaker will join for lunch.	Generally this is you. If you are entering an order on behalf of someone else and they are the one who should contacted with questions, change this to another COE person.
Food	Business Purpose
<input checked="" type="radio"/> No food <input type="radio"/> Food will be purchased as part of this project	UW defines business purpose as: "Explanation of how the purchase or payment is used for UW business." In addition, all expenditures on grants are required to have an additional statement on the expenditure's benefit to grant. For example: <ul style="list-style-type: none">• Purchase of SOMETHING for use in the PROGRAM_NAME program.• Purchase of books for use in PROGRAM_NAME program• Purchase of food for in-person new student orientation on EVENT_DATE.• Transcription services for interviews performed on WORK_DATE for NAME_OF_GRANT research project• To attend and present paper at AERA Annual Conference
Research Subject Payments	
<input checked="" type="radio"/> No research subject payments <input type="radio"/> Gift card research subject payments <input type="radio"/> Revolving fund check research subject payments	
Save & Continue	

5

Click "Save & Continue"

New student orientation for XYZ Program. We will be covering basic information, doing a meet and greet, and providing lunch. A guest speaker will join for lunch.	Project Owner
Food	Generally this is you. If you are entering an order on behalf of someone else and they are the one who should contacted with questions, change this to another COE person.
<input type="radio"/> No food <input checked="" type="radio"/> Food will be purchased as part of this project	Business Purpose
Research Subject Payments	UW defines business purpose as: "Explanation of how the purchase or payment is used for UW business." In addition, all expenditures on grants are required to have an additional statement on the expenditure's benefit to grant. For example: <ul style="list-style-type: none">• Purchase of SOMETHING for use in the PROGRAM_NAME program.• Purchase of books for use in PROGRAM_NAME program• Purchase of food for in-person new student orientation on EVENT_DATE.• Transcription services for interviews performed on WORK_DATE for NAME_OF_GRANT research project• To attend and present paper at AERA Annual Conference
Save & Continue	



Per Diem: Most food purchases are subject to per diem. The rates per meal change annually and updated rates can be found on the [UW Travel website](#).

6

Click the "Acknowledged" field after reviewing the Food per diem acknowledgement.

Pre-Authorization | Creating | Darshini Stark

Food purchase

Food per diem acknowledgement:

Meals must follow allowed per diem rates based on the meeting location. The per diem amount includes the cost of the food plus tax, tip and delivery fees.

When requesting and purchasing food, an agenda and attendee list must be included. If this is prior to the event, an invitee list is allowable documentation.

University and Washington State policies allow for the purchase of meals and light refreshments for employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event. Follow this link for more information: <https://finance.uw.edu/food-approval>

Acknowledged

[Add a Note](#)

[Cancel this Order...](#)

7 Choose the meal type

budget and purpose of the event. Follow this link for more information: <https://finance.uw.edu/food-approval>

Acknowledged

Food

Meal Type	Event Date	# Participants
+ Food		

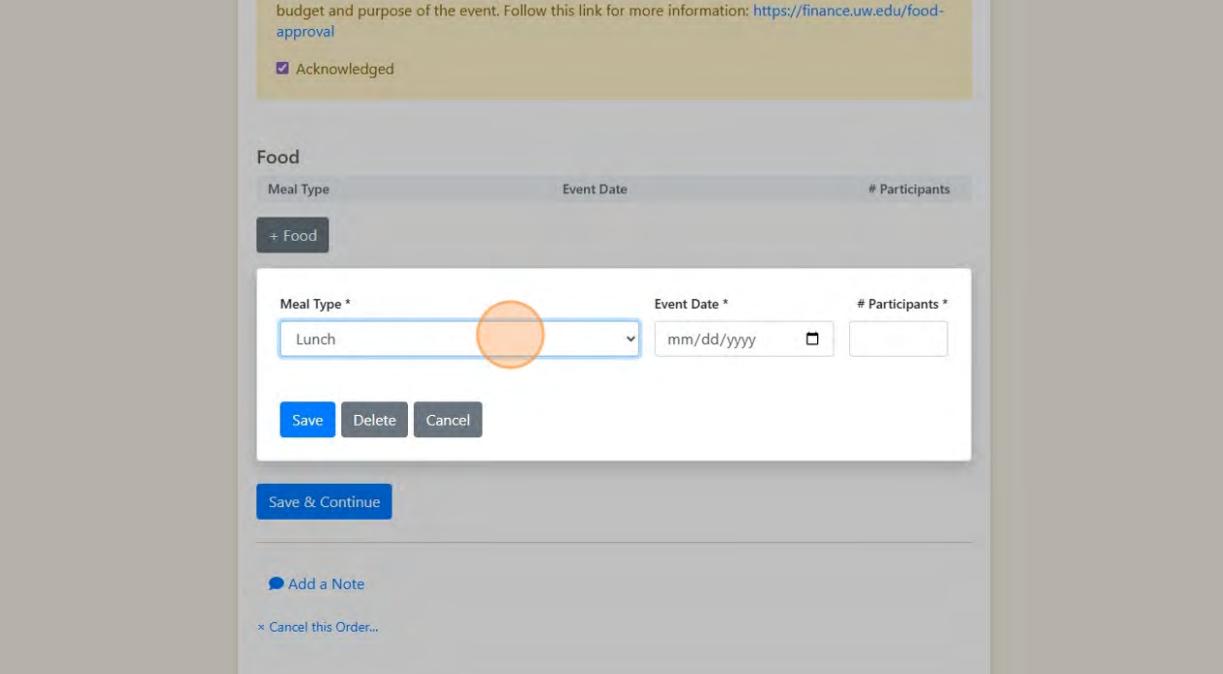
Meal Type * Event Date * # Participants *

Save **Delete** **Cancel**

Save & Continue

Add a Note

Cancel this Order...



8 Choose the event date

employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event. Follow this link for more information: <https://finance.uw.edu/food-approval>

Acknowledged

Food

Meal Type	Event Date	# Participants
+ Food		

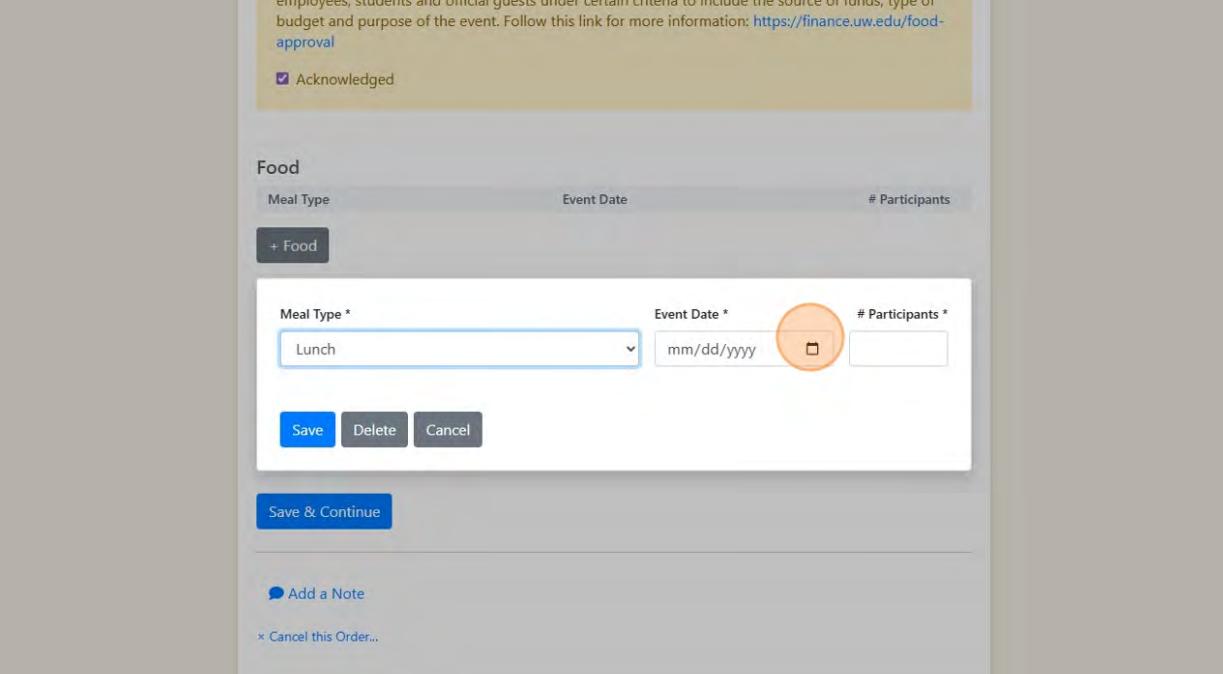
Meal Type * Event Date * # Participants *

Save **Delete** **Cancel**

Save & Continue

Add a Note

Cancel this Order...



9 Update the # of Participants

budget and purpose of the event. Follow this link for more information: <https://finance.uw.edu/food-approval>

Acknowledged

Food

Meal Type	Event Date	# Participants
Lunch	09/22/2025	45

Save **Delete** **Cancel**

Save & Continue

Add a Note

Cancel this Order...

10 Click "Save"

Food

Meal Type	Event Date	# Participants
Lunch	09/22/2025	45

Save **Delete** **Cancel**

Save & Continue

Add a Note

Cancel this Order...

11 Click "Save & Continue"

employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event. Follow this link for more information: <https://finance.uw.edu/food-approval>

Acknowledged

Food

Meal Type	Event Date	# Participants
Lunch	9/22/2025	45

+ Food

Save & Continue

Add a Note

Cancel this Order...

12 To add other anticipated expenses to the order, press "+ Item"

TREQ

Test Server

What does this mean?

Search

TREQ018041

Student Orientation XYZ Program - FY26

Pre-Authorization | Creating | Darshini Stark

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Items

Qty	Item	URL	Amount	Line Total
1	Lunch (2025-09-22)		0.00	0.00

+ Item

+ Tax

Save & Continue

Add a Note

Cancel this Order...

13 Update "Item" field with the expense

Student Orientation XYZ Program - FY26

Pre-Authorization | Creating | Darshini Stark

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Items				
Qty	Item	URL	Amount	Line Total
1	Lunch (2025-09-22)		0.00	0.00

[+ Item](#) [+ Tax](#)

Qty	Item	Amount	Line Total
1	<input type="text"/>		0.00

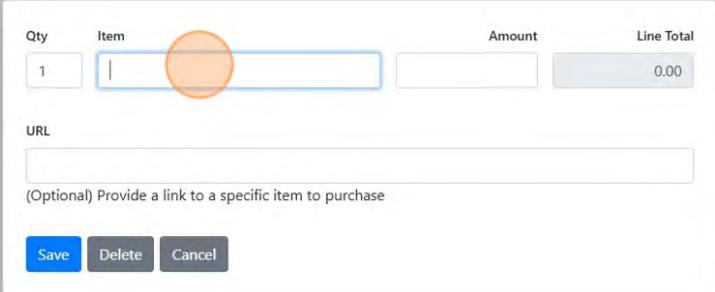
URL

(Optional) Provide a link to a specific item to purchase

[Save](#) [Delete](#) [Cancel](#)

[Save & Continue](#)

[Add a Note](#)



14 Update the "Amount" field.

Student Orientation XYZ Program - FY26

Pre-Authorization | Creating | Darshini Stark

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Items				
Qty	Item	URL	Amount	Line Total
1	Lunch (2025-09-22)		0.00	0.00

[+ Item](#) [+ Tax](#)

Qty	Item	Amount	Line Total
1	Supplies	<input type="text"/>	0.00

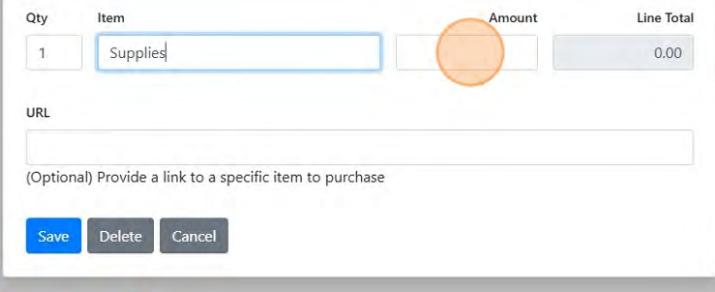
URL

(Optional) Provide a link to a specific item to purchase

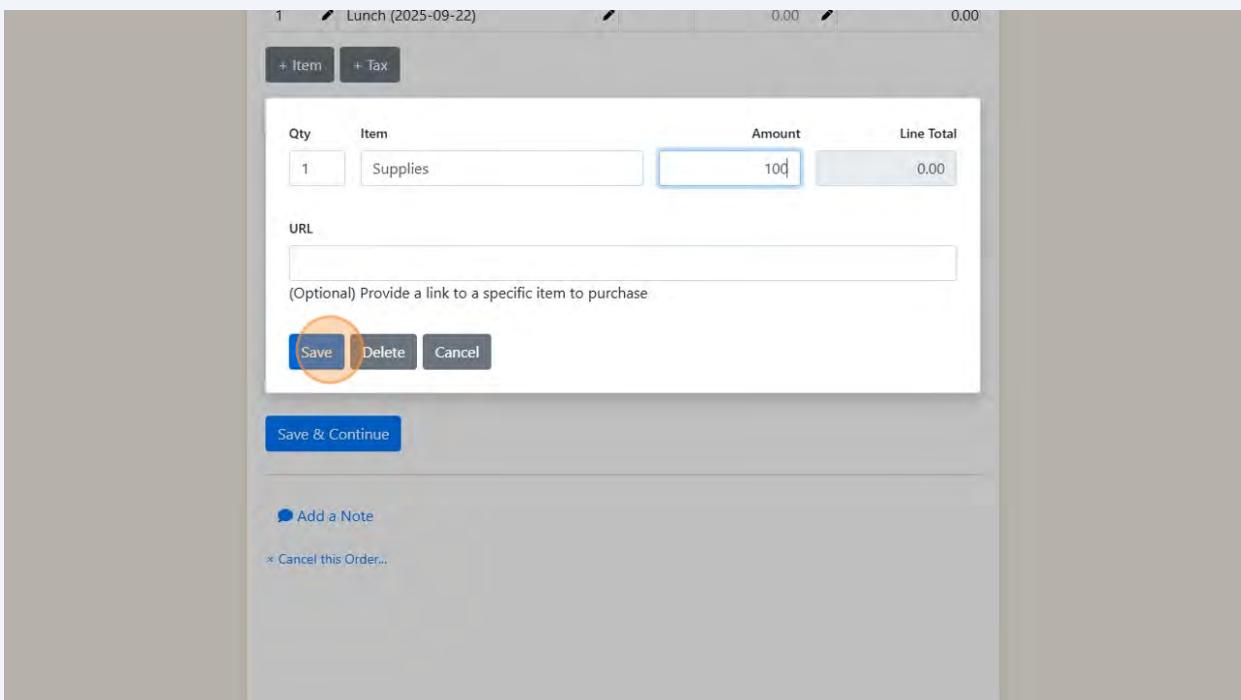
[Save](#) [Delete](#) [Cancel](#)

[Save & Continue](#)

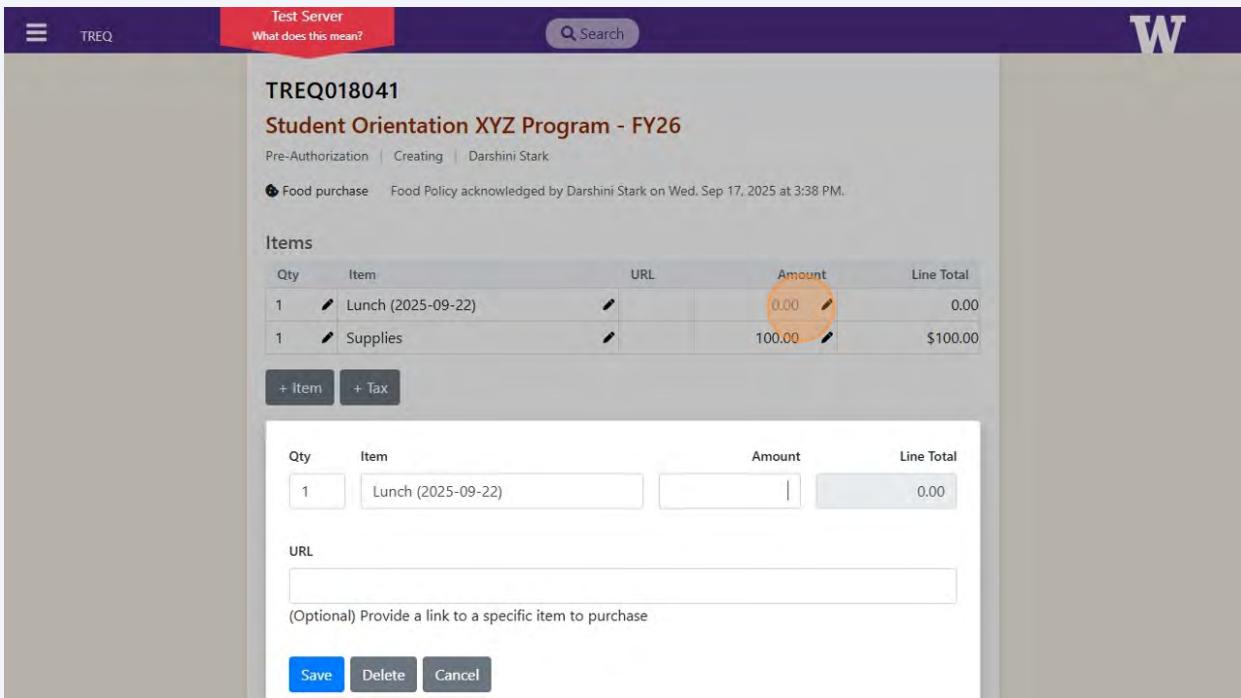
[Add a Note](#)



15 Click "Save"



16 Be sure to include the per diem rate or the meal cap for the event.



17

In the "Amount" field, update it to the cost per person.

Pre-Authorization | Creating | Darshini Stark

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Qty	Item	URL	Amount	Line Total
1	Lunch (2025-09-22)		0.00	0.00
1	Supplies		100.00	\$100.00

+ Item + Tax

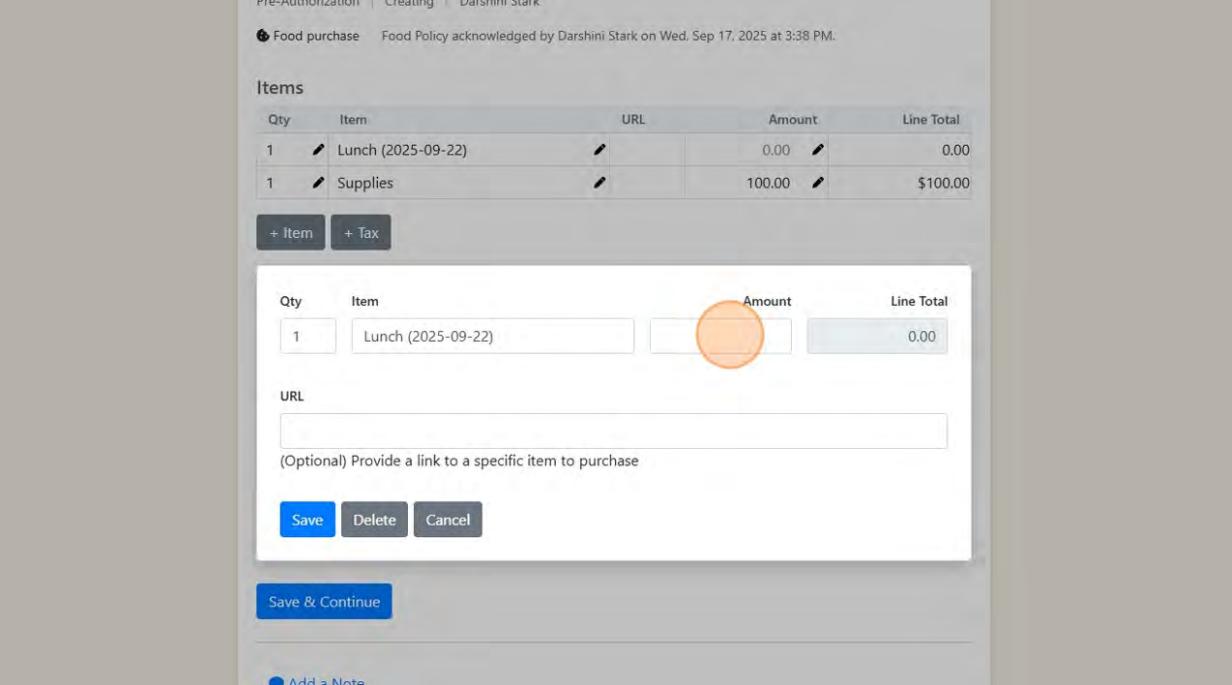
Qty	Item	Amount	Line Total
1	Lunch (2025-09-22)	0.00	0.00

URL
(Optional) Provide a link to a specific item to purchase

Save Delete Cancel

Save & Continue

Add a Note



18

In the "Qty" field, update it to the amount of people

Pre-Authorization | Creating | Darshini Stark

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Qty	Item	URL	Amount	Line Total
1	Lunch (2025-09-22)		0.00	0.00
1	Supplies		100.00	\$100.00

+ Item + Tax

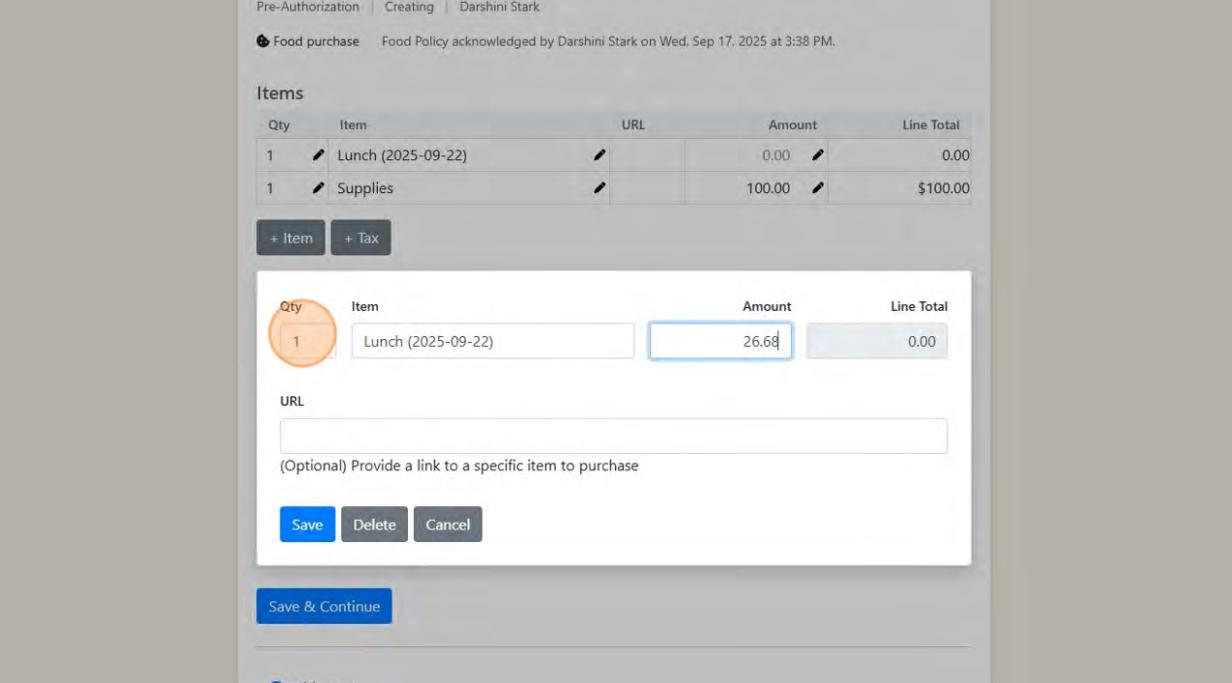
Qty	Item	Amount	Line Total
1	Lunch (2025-09-22)	26.69	0.00

URL
(Optional) Provide a link to a specific item to purchase

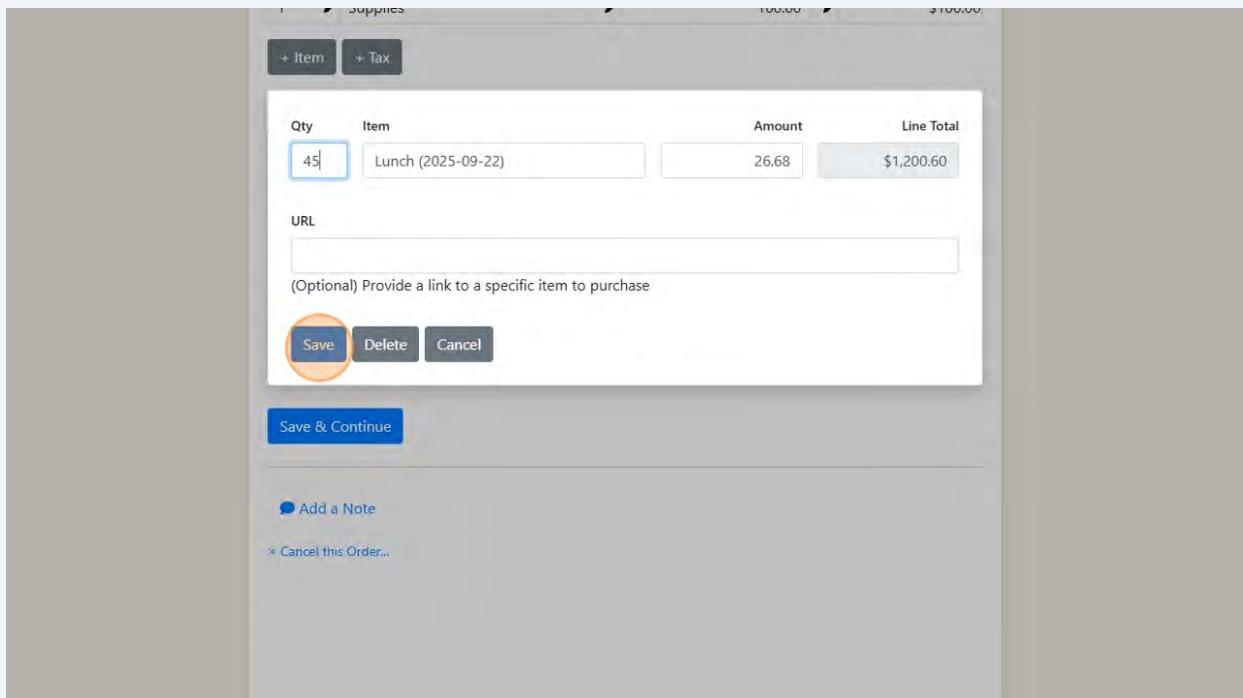
Save Delete Cancel

Save & Continue

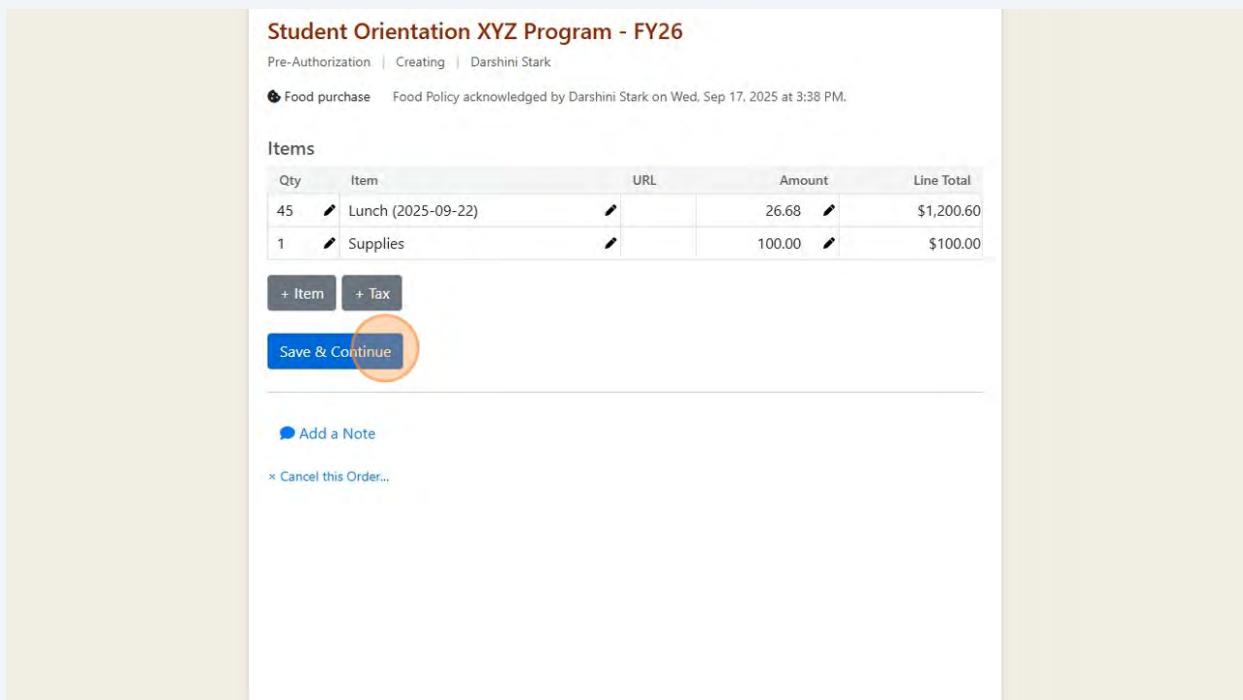
Add a Note



19 Click "Save"

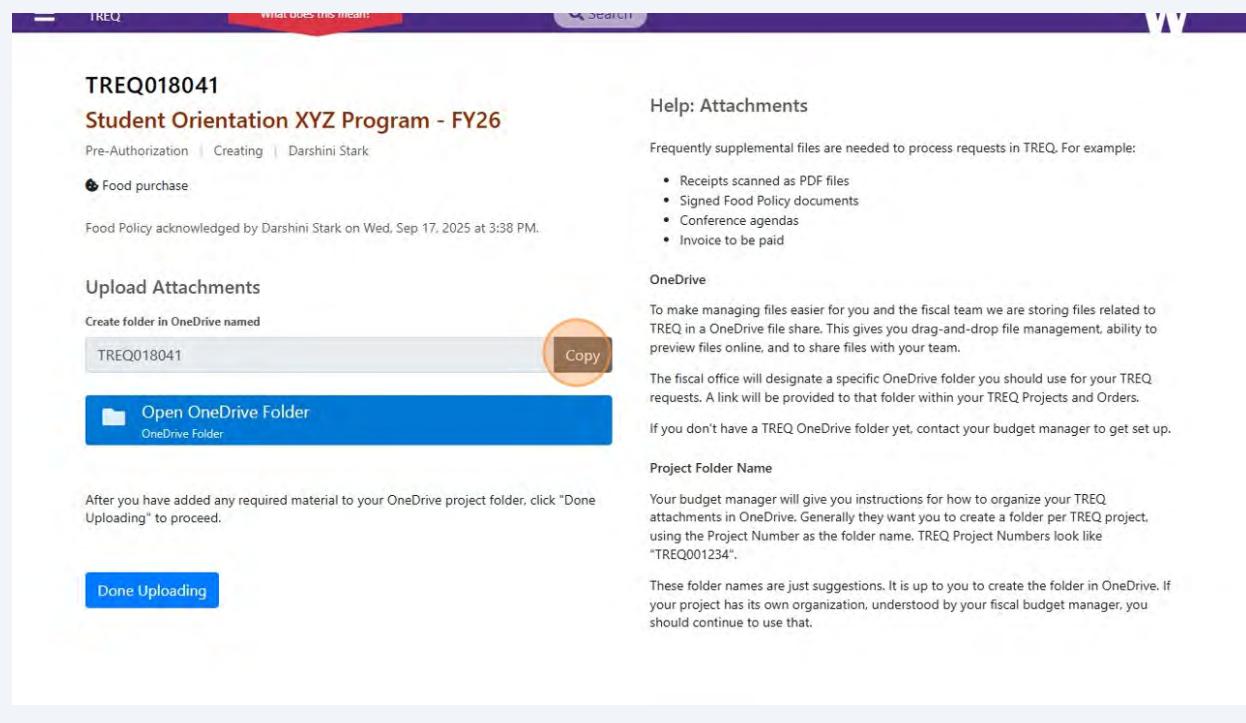


20 Click "Save & Continue"



21

Now it's time to make the corresponding TREQ folder. Click the grey "Copy" button.



The screenshot shows the TREQ interface for a project titled "Student Orientation XYZ Program - FY26". The project number is "TREQ018041". The "Upload Attachments" section is visible, showing a "Copy" button highlighted with a red circle. The "Help: Attachments" section provides information on what supplemental files are needed and lists items like receipts, signed food policy documents, conference agendas, and invoices. The "OneDrive" section explains the benefits of using OneDrive for file management, including drag-and-drop file management and the ability to preview files online. It also provides instructions for creating a OneDrive folder for the project, mentioning that the fiscal office will designate a specific folder. The "Project Folder Name" section provides guidance on naming the folder, suggesting using the Project Number as the folder name. The "Done Uploading" button is also visible.

22

Click "Open OneDrive Folder"

Student Orientation XYZ Program - FY26

Pre-Authorization | Creating | Darshini Stark

Food purchase

Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Upload Attachments

Create folder in OneDrive named

TREQ018041

Copy

 Open OneDrive Folder
OneDrive Folder

After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.

Done Uploading

Frequently supplemental files are needed to process requests in TREQ. For example:

- Receipts scanned as PDF files
- Signed Food Policy documents
- Conference agendas
- Invoice to be paid

OneDrive

To make managing files easier for you and the fiscal team we are storing files related to TREQ in a OneDrive file share. This gives you drag-and-drop file management, ability to preview files online, and to share files with your team.

The fiscal office will designate a specific OneDrive folder you should use for your TREQ requests. A link will be provided to that folder within your TREQ Projects and Orders.

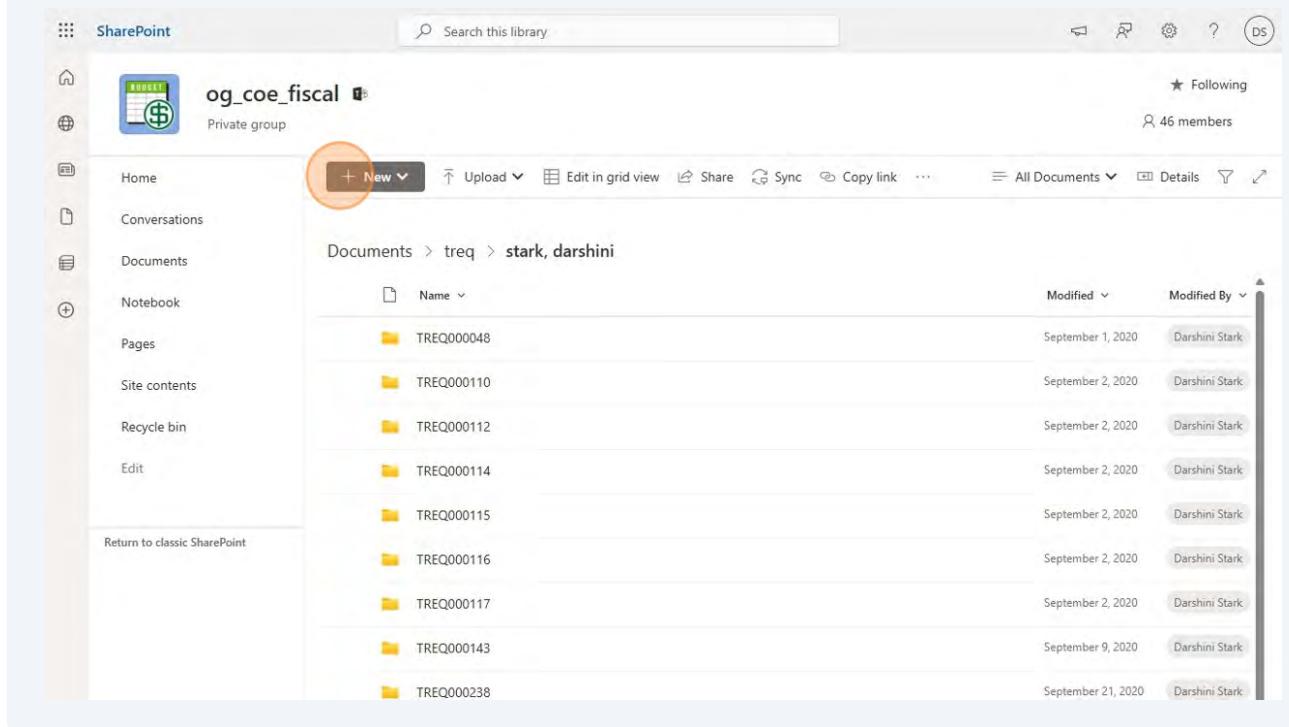
If you don't have a TREQ OneDrive folder yet, contact your budget manager to get set up.

Project Folder Name

Your budget manager will give you instructions for how to organize your TREQ attachments in OneDrive. Generally they want you to create a folder per TREQ project using the Project Number as the folder name. TREQ Project Numbers look like "TREQ001234".

These folder names are just suggestions. It is up to you to create the folder in OneDrive. If your project has its own organization understood by your fiscal budget manager, you should continue to use that.

23 It will open a new window into SharePoint. Click "New"



SharePoint

og_coe_fiscal Private group

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

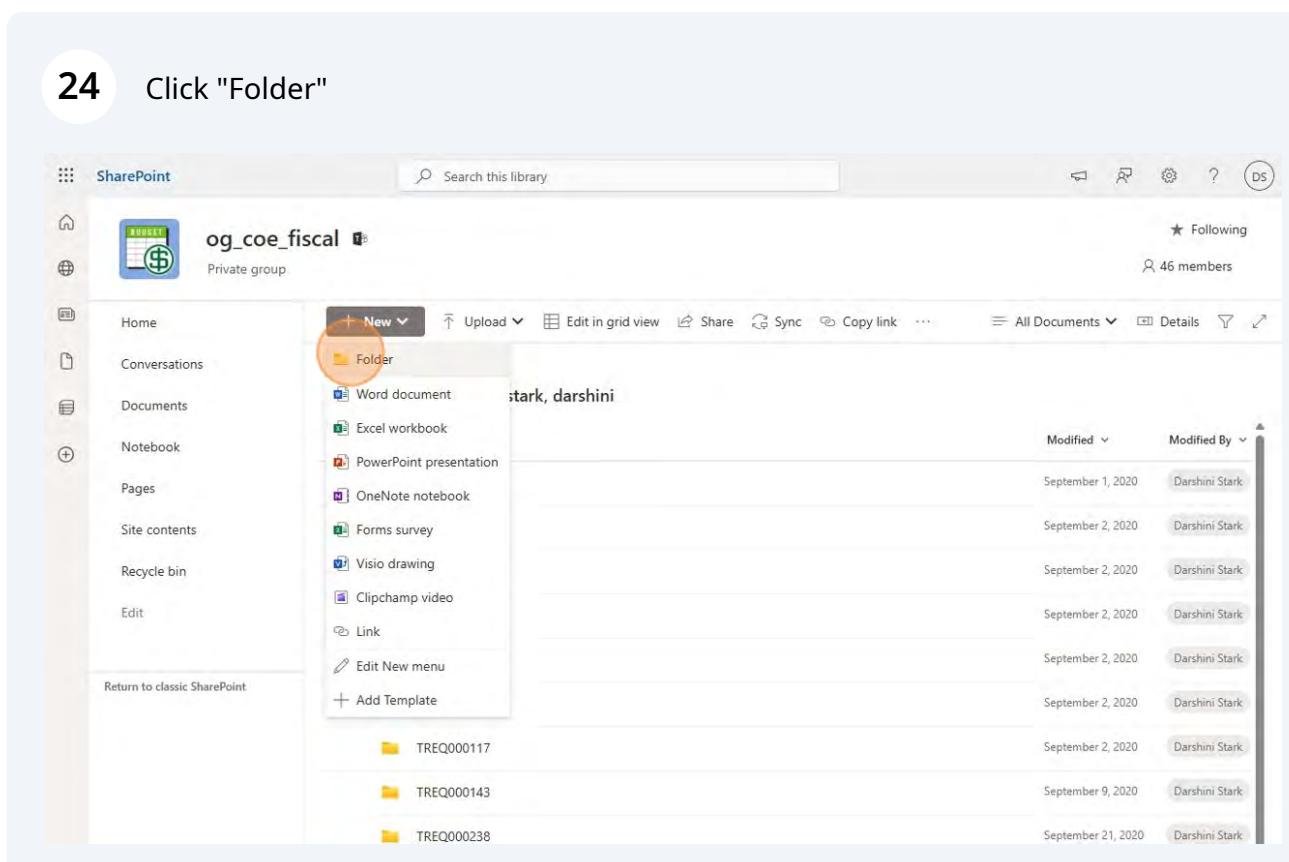
Documents > treq > stark, darshini

New

Name	Modified	Modified By
TREQ000048	September 1, 2020	Darshini Stark
TREQ000110	September 2, 2020	Darshini Stark
TREQ000112	September 2, 2020	Darshini Stark
TREQ000114	September 2, 2020	Darshini Stark
TREQ000115	September 2, 2020	Darshini Stark
TREQ000116	September 2, 2020	Darshini Stark
TREQ000117	September 2, 2020	Darshini Stark
TREQ000143	September 9, 2020	Darshini Stark
TREQ000238	September 21, 2020	Darshini Stark

Return to classic SharePoint

24 Click "Folder"



SharePoint

og_coe_fiscal Private group

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

Documents > treq > stark, darshini

New

Folder

Word document

Excel workbook

PowerPoint presentation

OneNote notebook

Forms survey

Visio drawing

Clipchamp video

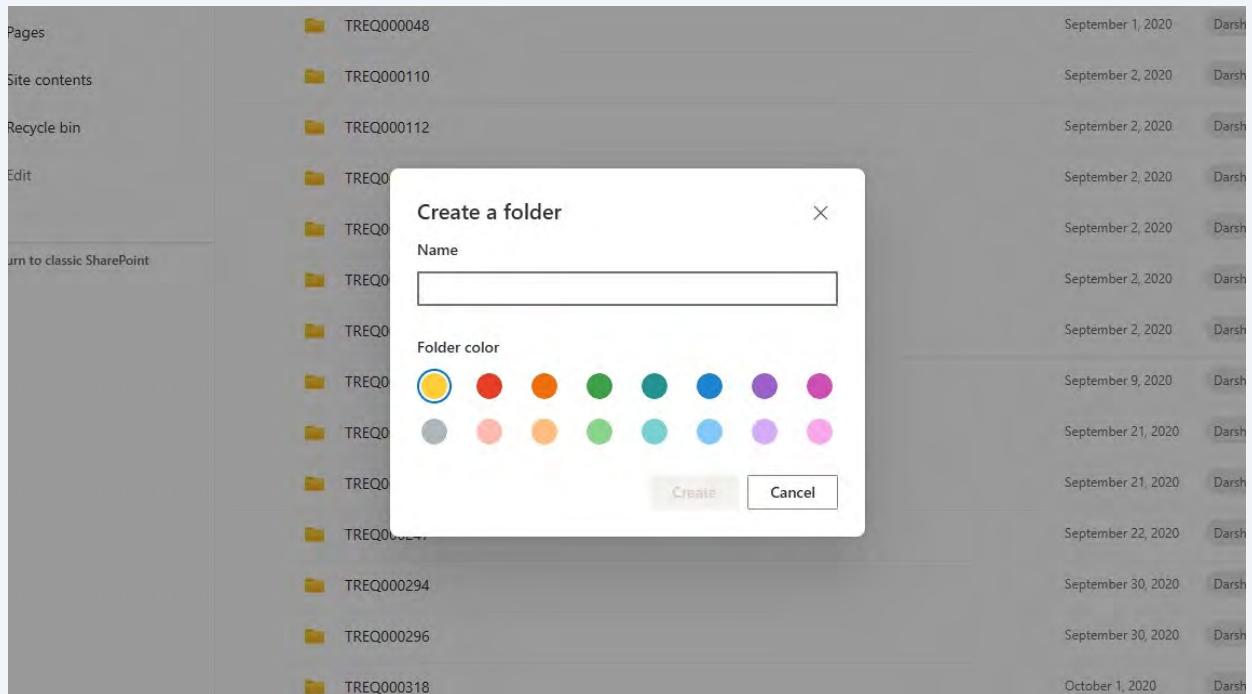
Link

Edit New menu

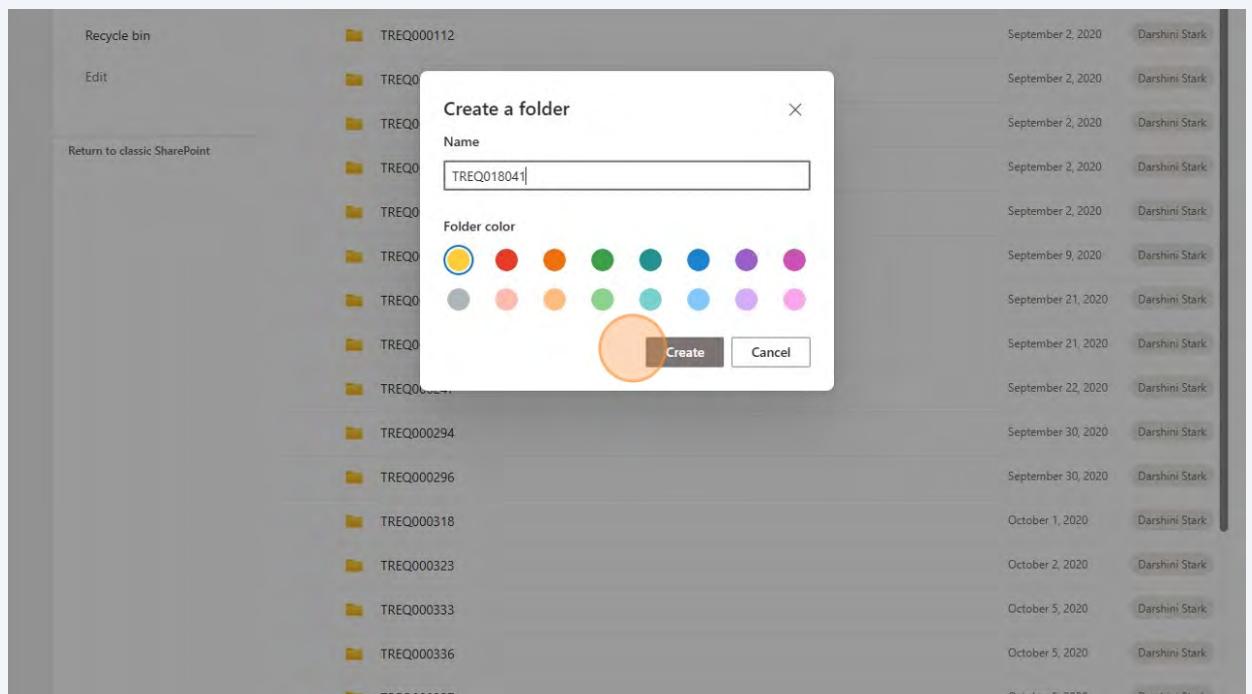
Add Template

Name	Modified	Modified By
TREQ000117	September 1, 2020	Darshini Stark
TREQ000143	September 2, 2020	Darshini Stark
TREQ000238	September 21, 2020	Darshini Stark

25 Paste the TREQ number you previously copied in the "Name" box

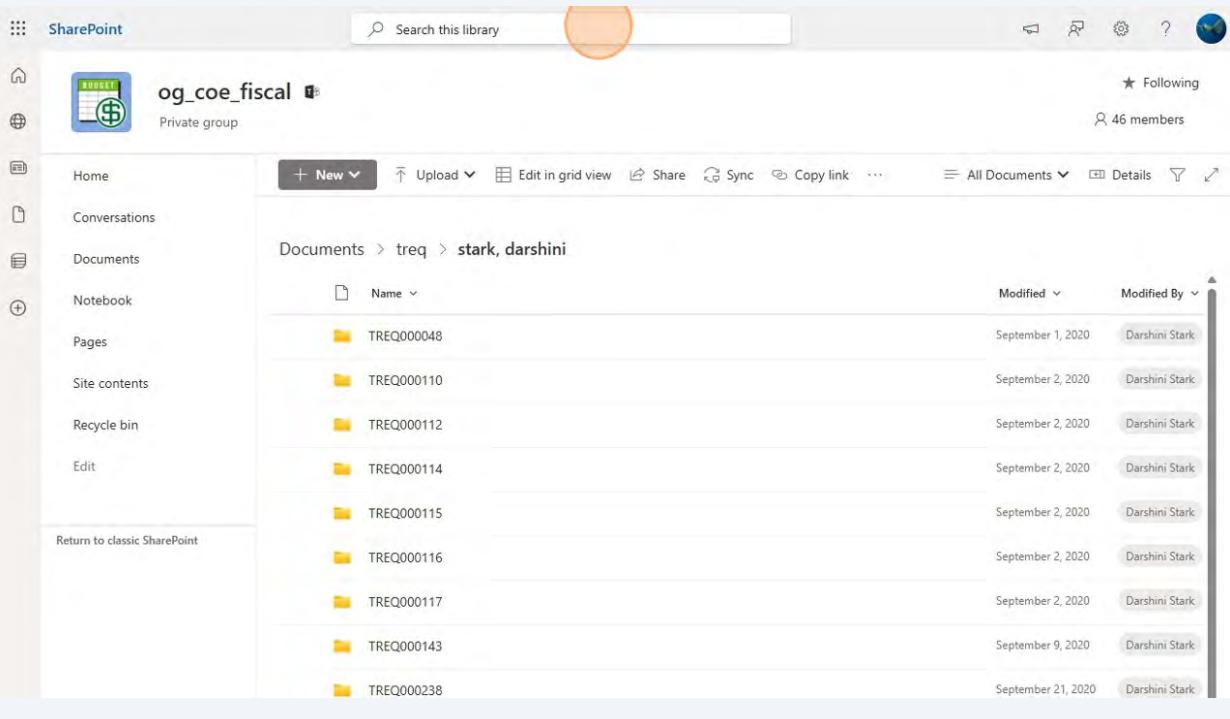


26 Then press "Create"



27

You can search for your newly created folder using the search bar. Open the folder.



SharePoint

og_coe_fiscal

Private group

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

Search this library

Upload Edit in grid view Share Sync Copy link ... All Documents Details

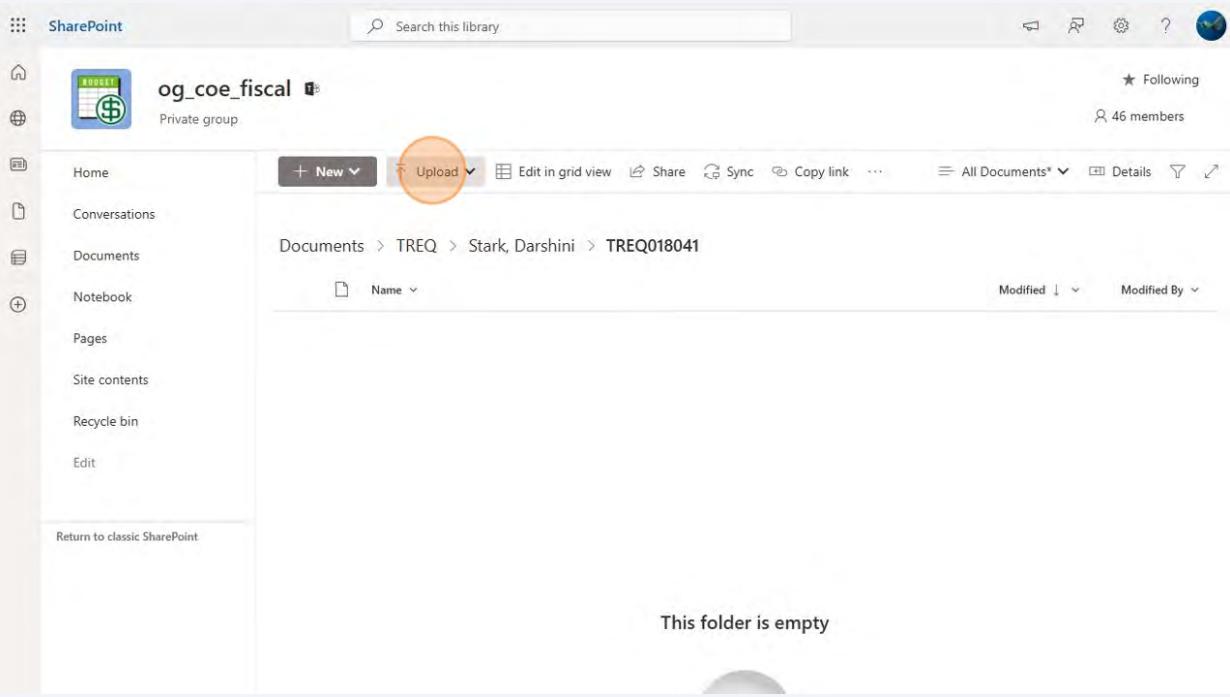
Documents > treq > stark, darshini

Name	Modified	Modified By
TREQ000048	September 1, 2020	Darshini Stark
TREQ000110	September 2, 2020	Darshini Stark
TREQ000112	September 2, 2020	Darshini Stark
TREQ000114	September 2, 2020	Darshini Stark
TREQ000115	September 2, 2020	Darshini Stark
TREQ000116	September 2, 2020	Darshini Stark
TREQ000117	September 2, 2020	Darshini Stark
TREQ000143	September 9, 2020	Darshini Stark
TREQ000238	September 21, 2020	Darshini Stark

Return to classic SharePoint

28

Click "Upload"



SharePoint

og_coe_fiscal

Private group

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

Search this library

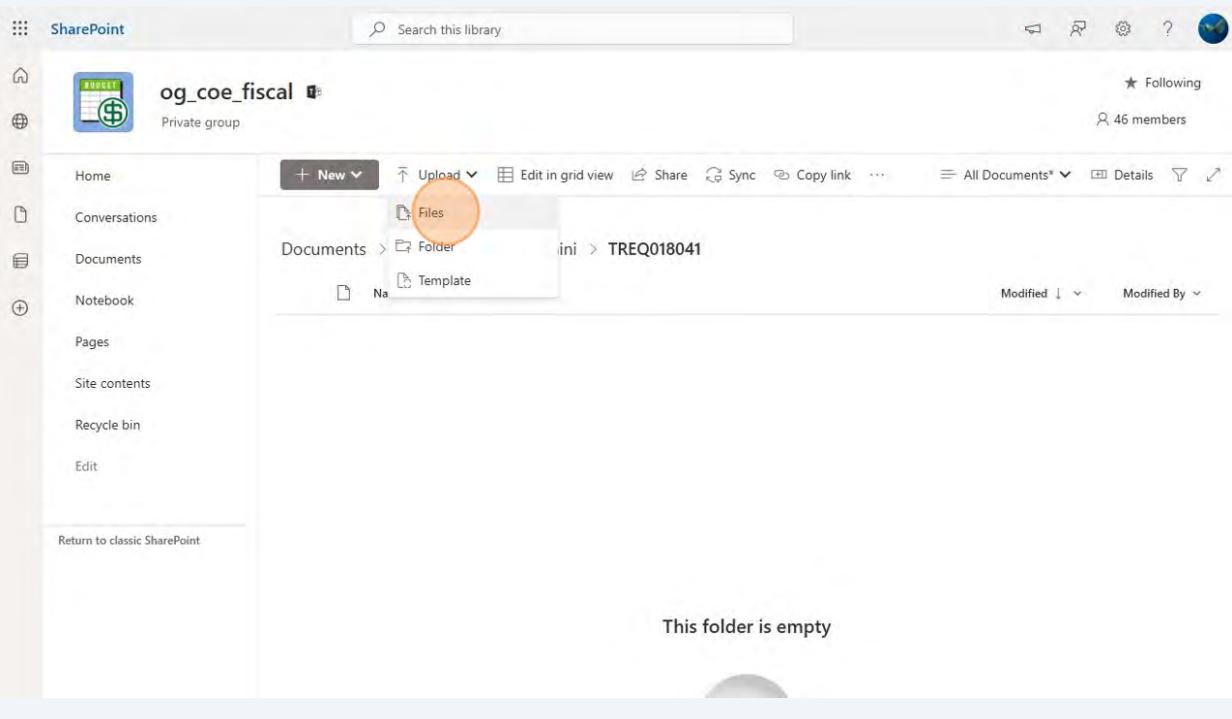
New Upload Edit in grid view Share Sync Copy link ... All Documents Details

Documents > TREQ > Stark, Darshini > TREQ018041

Upload

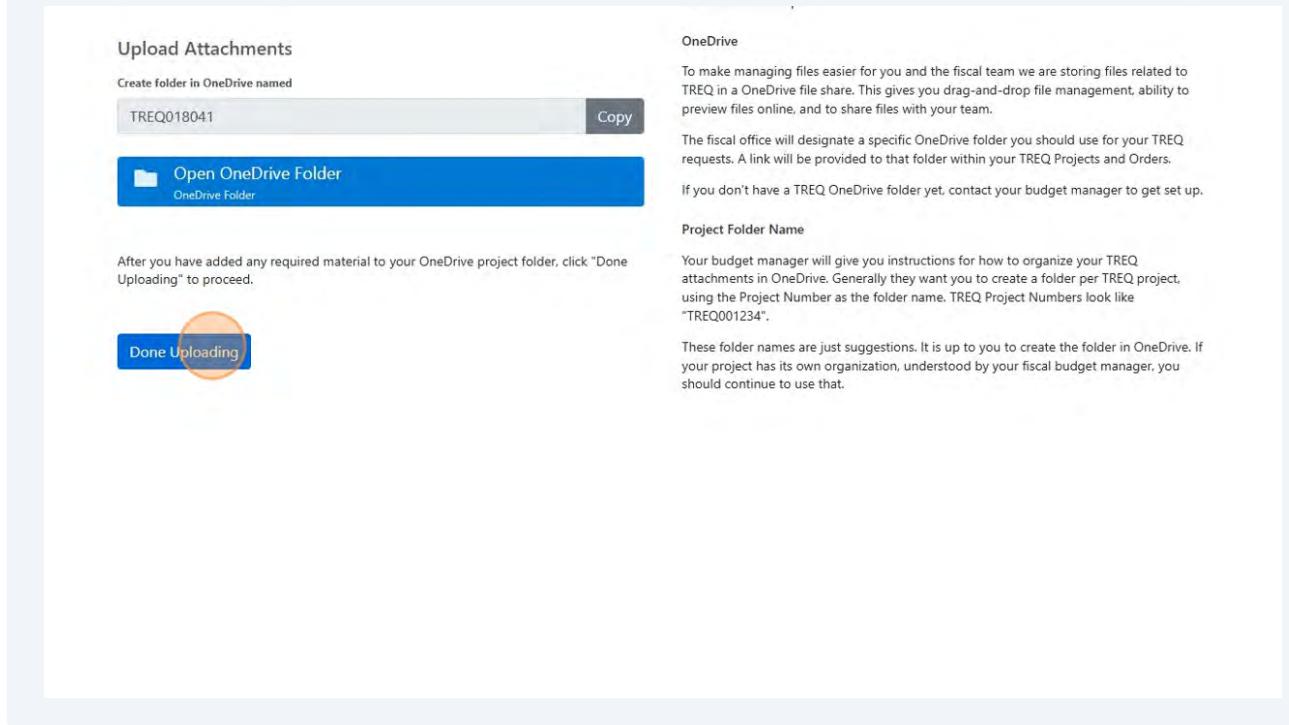
Name	Modified	Modified By
This folder is empty		

29 Click "Files" and upload any important supporting documentation

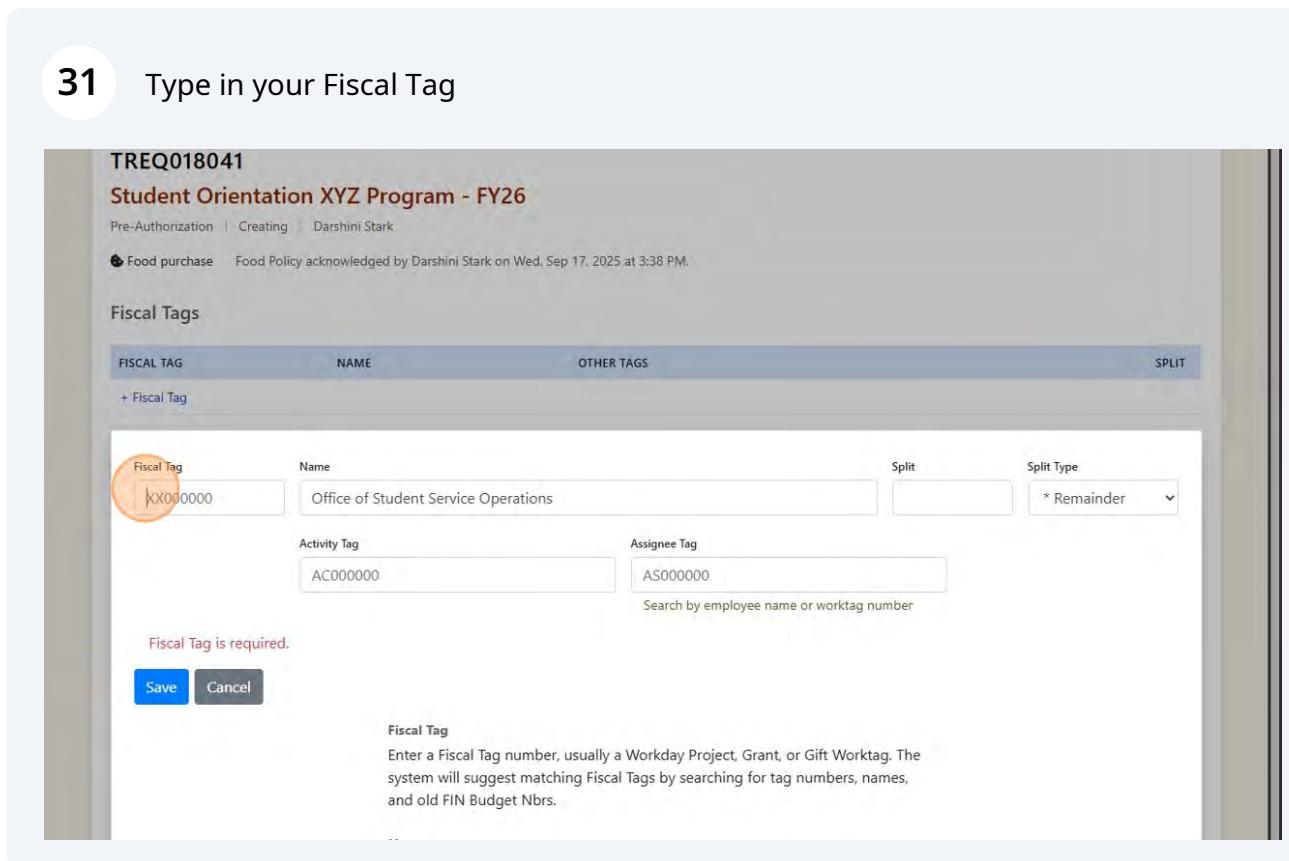


For guidelines on what supporting documentation is needed for each type of purchase, visit our [website](#) or email edfiscal@uw.edu.

30 Click "Done Uploading"



31 Type in your Fiscal Tag



32 Select it from the drop down.

Fiscal Tag

Fiscal Tag	Name	Split	Split Type
PG104018	Office of Student Service Operations		* Remainder

Activity Tag

Assignee Tag

Search by employee name or worktag number

Fiscal Tag
Enter a Fiscal Tag number, usually a Workday Project, Grant, or Gift Worktag. The system will suggest matching Fiscal Tags by searching for tag numbers, names, and old FIN Budget Nbrs.

Name
Name or description of the Fiscal Tag. If you choose a suggestion in the Fiscal Tag field, this is filled in for you.

Activity Tag
Certain Fiscal Tags require an Activity Tag. If you know it fill it in. If you are not sure, leave it blank and the fiscal approver will add the correct coding.

Assignee Tag

Save Cancel

33 Click "Save"

Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG104018	Office of Student Service Operations		

Activity Tag

Assignee Tag

Search by employee name or worktag number

Fiscal Tag
Enter a Fiscal Tag number, usually a Workday Project, Grant, or Gift Worktag. The system will suggest matching Fiscal Tags by searching for tag numbers, names, and old FIN Budget Nbrs.

Name
Name or description of the Fiscal Tag. If you choose a suggestion in the Fiscal Tag field, this is filled in for you.

Activity Tag
Certain Fiscal Tags require an Activity Tag. If you know it fill it in. If you are not sure, leave it blank and the fiscal approver will add the correct coding.

Assignee Tag

Save Cancel

34 Click "Continue"

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG104018	Office of Student Service Operations		* Remainder
+ Fiscal Tag			

[Add a Note](#)

Finished entering Fiscal Tags

[Continue](#)

[Cancel this Order...](#)

35 Now it is time to review your Pre-Authorization before submitting!

Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Business Purpose

New student orientation for XYZ Program. We will be covering basic information, doing a meet and greet, and providing lunch. A guest speaker will join for lunch.

Items

ITEM	AMOUNT
Lunch (2025-09-22) (45 x 26.68)	\$1,200.60
Supplies	\$100.00
Total	\$1,300.60

Food

MEAL TYPE	DATE	PARTICIPANTS
Lunch	9/22/2025	45

Fiscal Tags

Change Fiscal Tags			
TAG	NAME	OTHER TAGS	SPLIT
PG104018	Office of Student Service Operations	*	

36 Click "Submit"

Send to Department Approver
 Send to Department Approver
 Approve this Myself

Send to Department Approver

Specify who will provide the initial department approval. This will be a PI, Director, Area Chair, or Dean who has authority over project and the relevant budgets.

Department Approver

Martin Howell

Approver Note

(Optional) Add a note if this project needs additional explanation for the approver.

Submit

Cancel this Order...

Contact • Help • Privacy • Terms
©2025 UW College of Education, Seattle, Washington

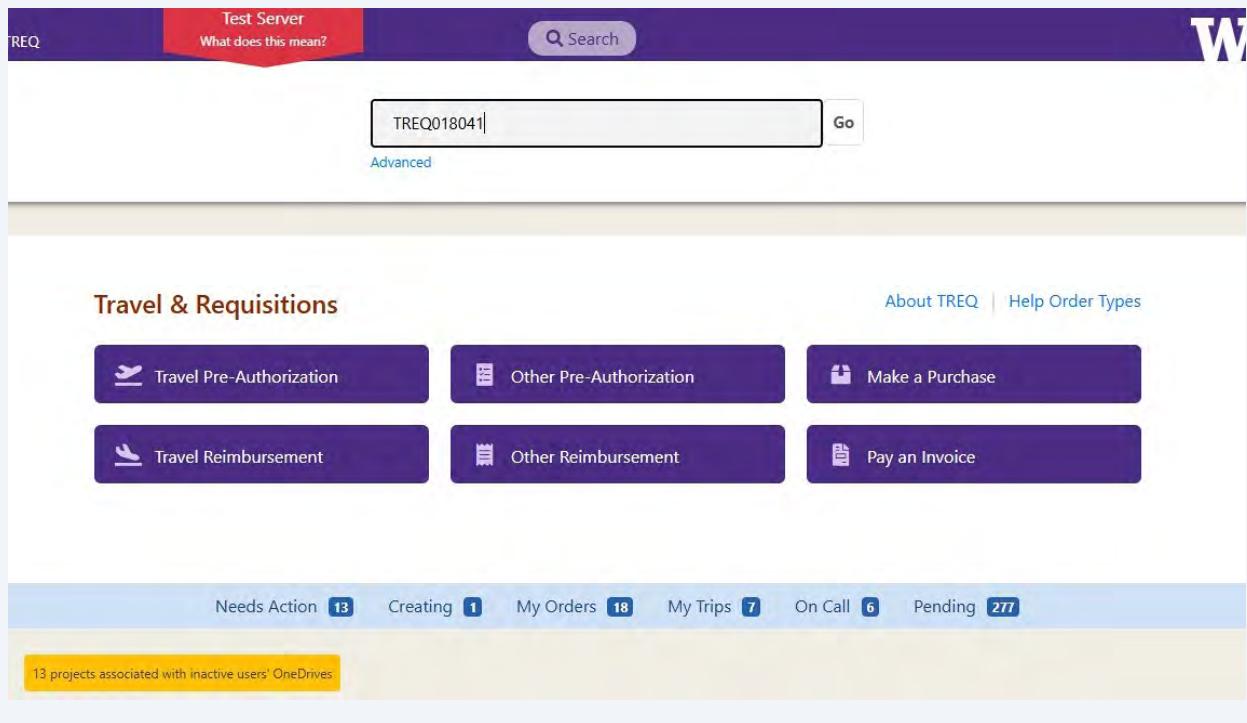
Time to Purchase!



Once the Pre-Authorization is submitted and approved and it is time to make purchases, you can refer to this section of the scribe.

37

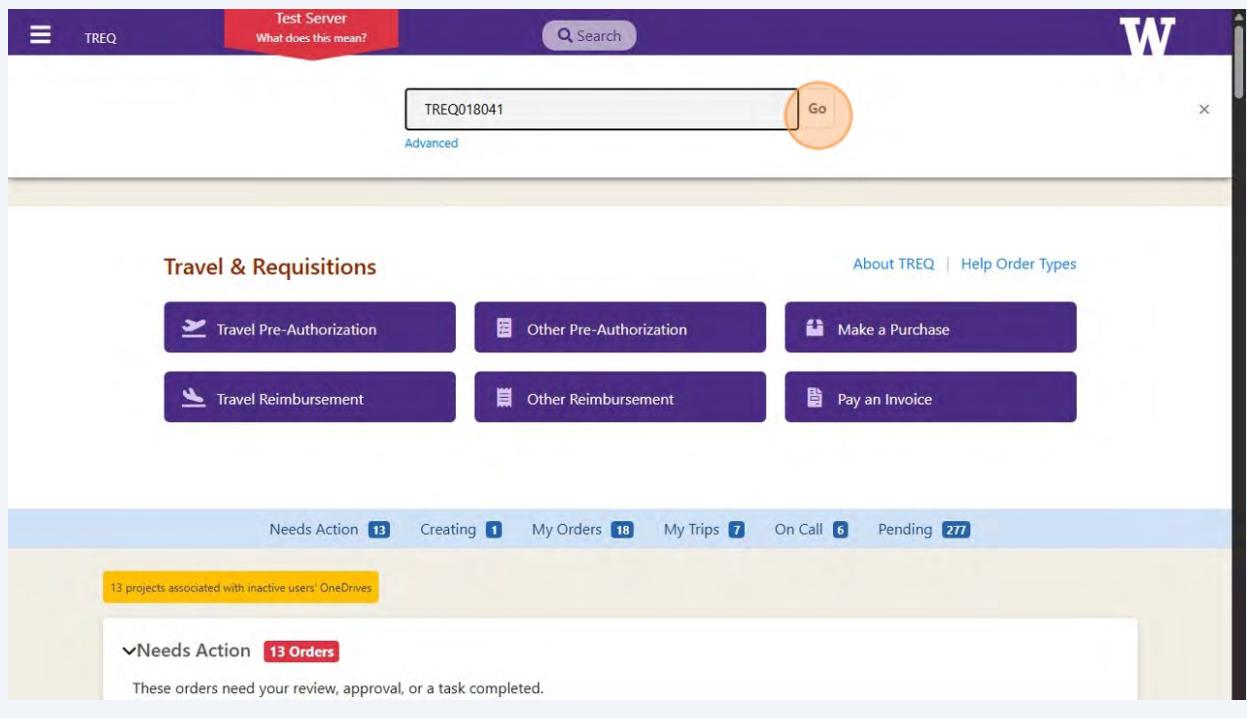
In the search bar, type in the TREQ number for the Pre-Authorization



The screenshot shows the TREQ search interface. At the top, there is a purple header with the text 'TREQ' on the left, 'Test Server' in the center with a red 'What does this mean?' link, and a search bar on the right with a magnifying glass icon and the word 'Search'. Below the header is a search input field containing 'TREQ018041' and a 'Go' button to its right. Underneath the search bar is a link 'Advanced'. The main content area is titled 'Travel & Requisitions' and includes several buttons for different types of travel and reimbursement. At the bottom, there is a navigation bar with links for 'Needs Action' (13), 'Creating' (1), 'My Orders' (18), 'My Trips' (7), 'On Call' (6), and 'Pending' (277). A yellow box at the bottom left indicates '13 projects associated with inactive users' OneDrives'.

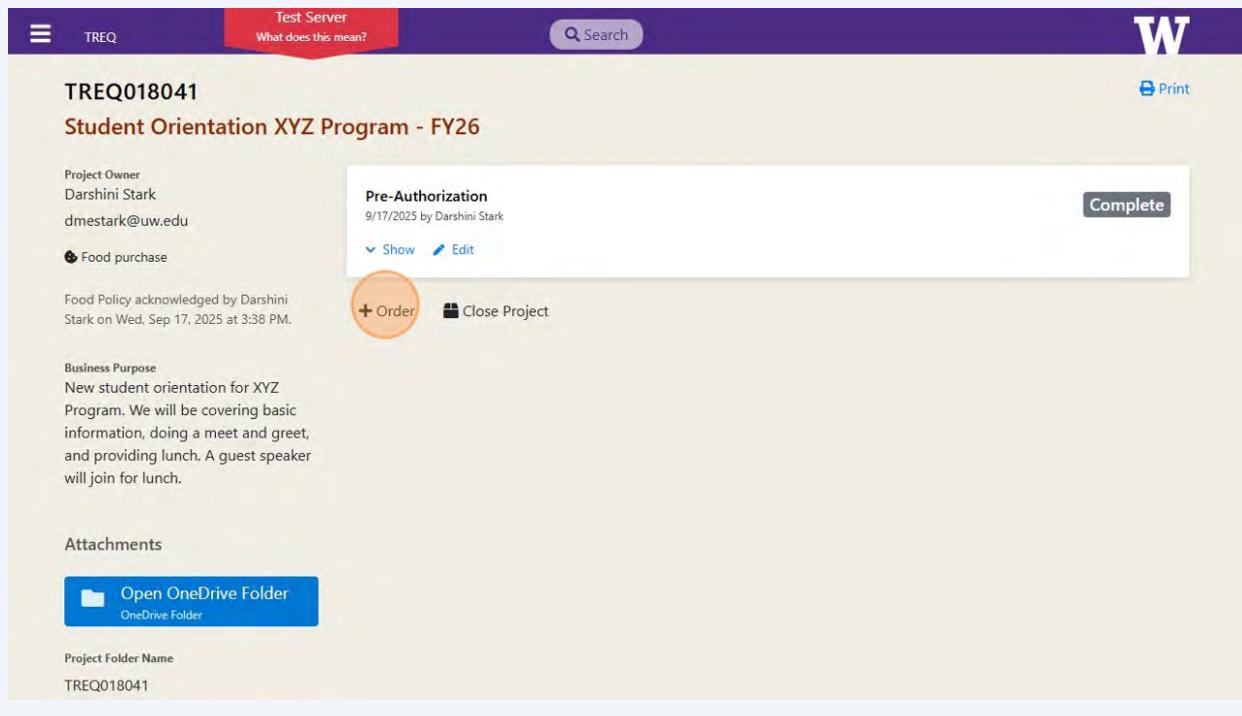
38

Click "Go"



The screenshot shows the TREQ search interface after the 'Go' button has been clicked. The search bar now displays 'TREQ018041' and the 'Go' button is highlighted with an orange circle. The main content area is titled 'Travel & Requisitions' and includes several buttons for different types of travel and reimbursement. At the bottom, there is a navigation bar with links for 'Needs Action' (13), 'Creating' (1), 'My Orders' (18), 'My Trips' (7), 'On Call' (6), and 'Pending' (277). A yellow box at the bottom left indicates '13 projects associated with inactive users' OneDrives'. A new message box at the bottom left shows '▼Needs Action 13 Orders' and the text 'These orders need your review, approval, or a task completed.'

39 Click "Order"



The screenshot shows a project details page for TREQ018041, titled "Student Orientation XYZ Program - FY26". The page includes a "Pre-Authorization" section with a timestamp of 9/17/2025 by Darshini Stark. A callout bubble highlights the "Order" button, which is circled in orange. Other buttons in the callout are "Show" and "Edit". A "Complete" button is also visible. The "Business Purpose" section describes the orientation program. The "Attachments" section shows a "OneDrive Folder" link. The "Project Folder Name" is listed as TREQ018041.



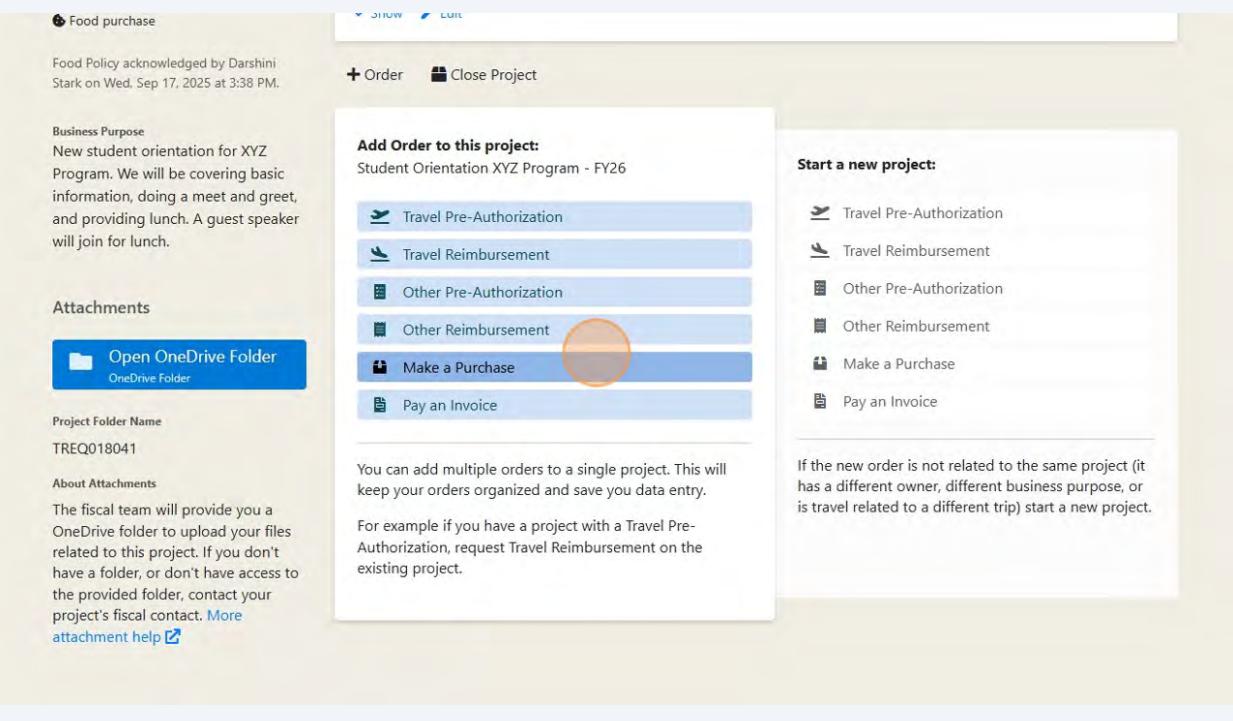
Depending on the type of payment we need to make will determine the type of order you add to the TREQ request.

Make a Purchase --- If you'd like the finance team to purchase something

Other Reimbursement --- If a reimbursement needs processing

Pay an Invoice --- If payment to a vendor is needed

40 In this example we will do a "Make a Purchase"



Food purchase

Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Business Purpose
New student orientation for XYZ Program. We will be covering basic information, doing a meet and greet, and providing lunch. A guest speaker will join for lunch.

Attachments

Open OneDrive Folder
OneDrive Folder

Project Folder Name
TREQ018041

About Attachments
The fiscal team will provide you a OneDrive folder to upload your files related to this project. If you don't have a folder, or don't have access to the provided folder, contact your project's fiscal contact. [More attachment help](#)

Add Order to this project:
Student Orientation XYZ Program - FY26

- Travel Pre-Authorization
- Travel Reimbursement
- Other Pre-Authorization
- Other Reimbursement
- Make a Purchase**
- Pay an Invoice

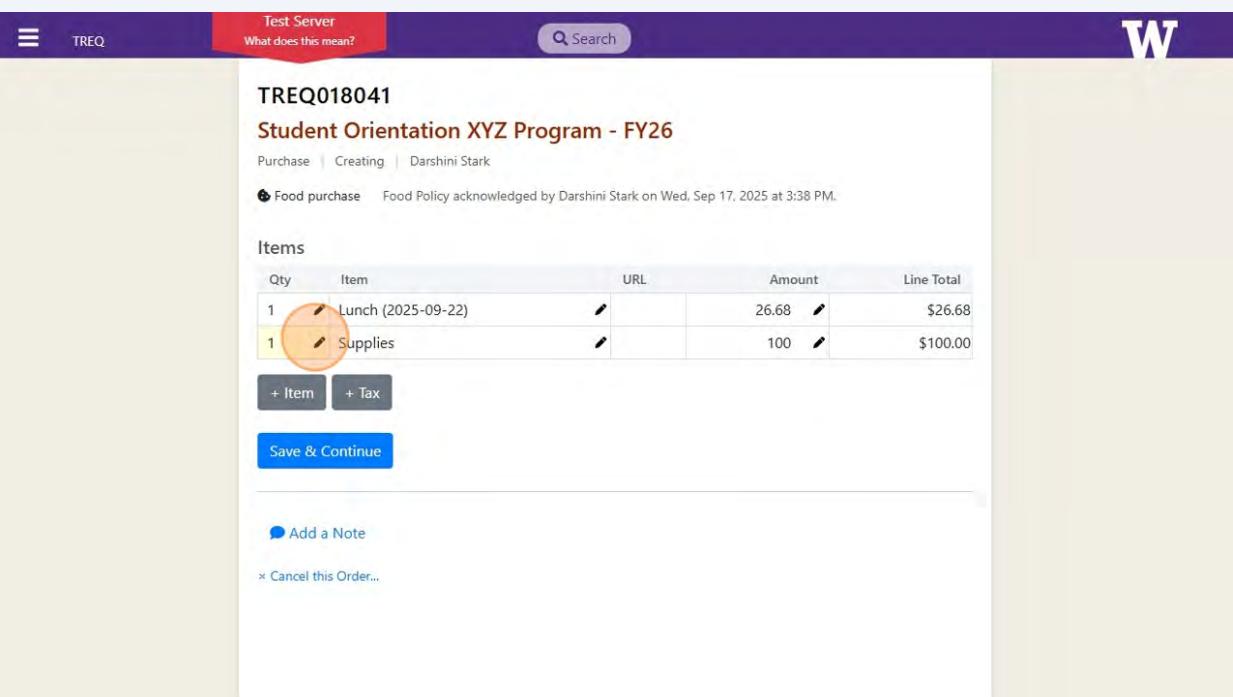
You can add multiple orders to a single project. This will keep your orders organized and save you data entry.

For example if you have a project with a Travel Pre-Authorization, request Travel Reimbursement on the existing project.

Start a new project:

- Travel Pre-Authorization
- Travel Reimbursement
- Other Pre-Authorization
- Other Reimbursement
- Make a Purchase
- Pay an Invoice

41 Click on the line item that is not being purchased at this time to remove it.



TREQ018041

Student Orientation XYZ Program - FY26

Purchase | Creating | Darshini Stark

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Items

Qty	Item	URL	Amount	Line Total
1	Lunch (2025-09-22)		26.68	\$26.68
1	Supplies		100	\$100.00

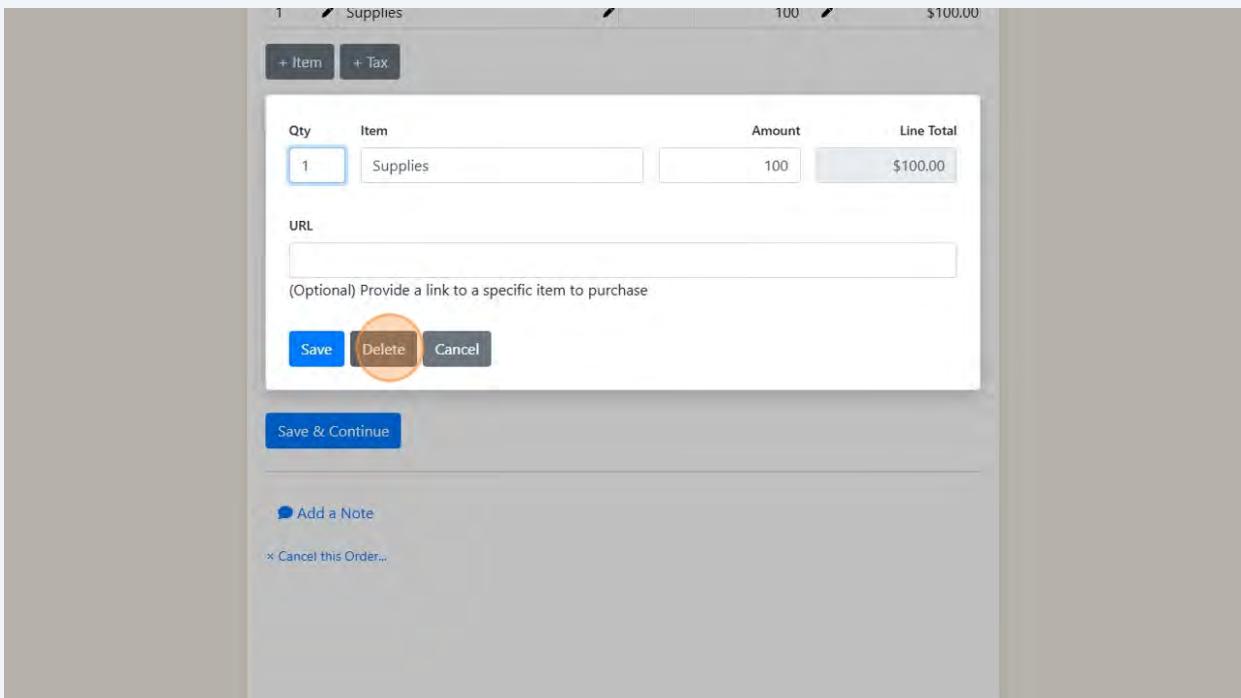
+ Item + Tax

Save & Continue

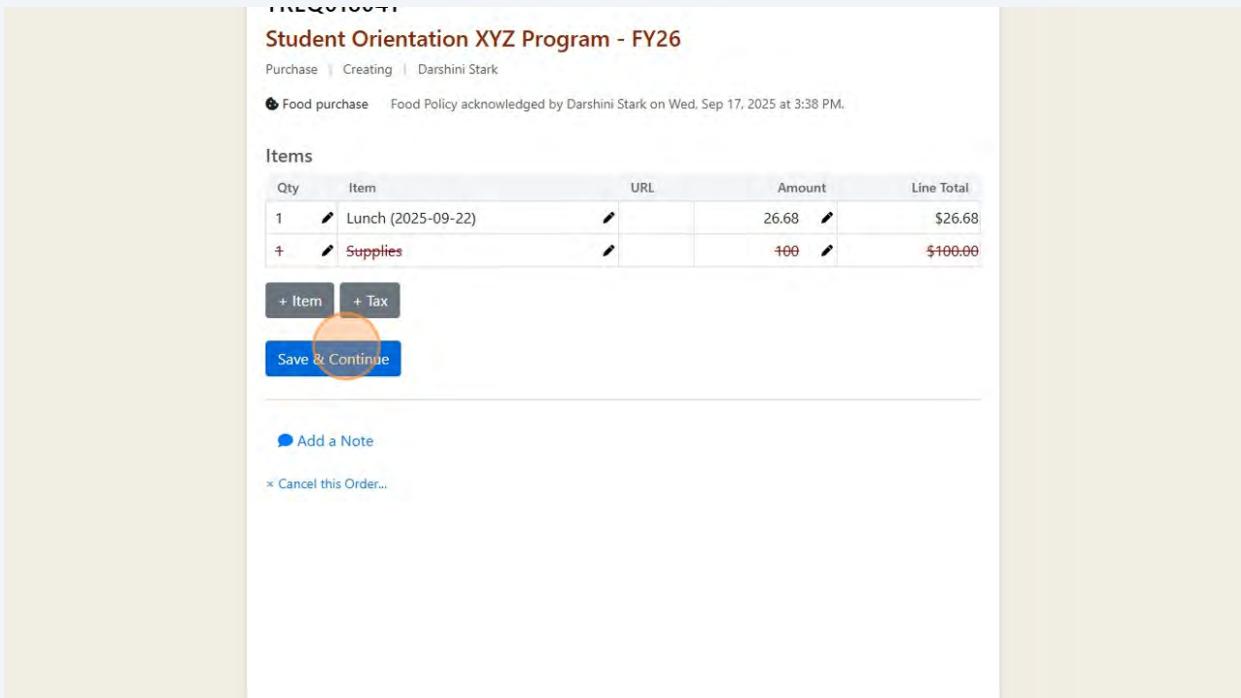
Add a Note

Cancel this Order..

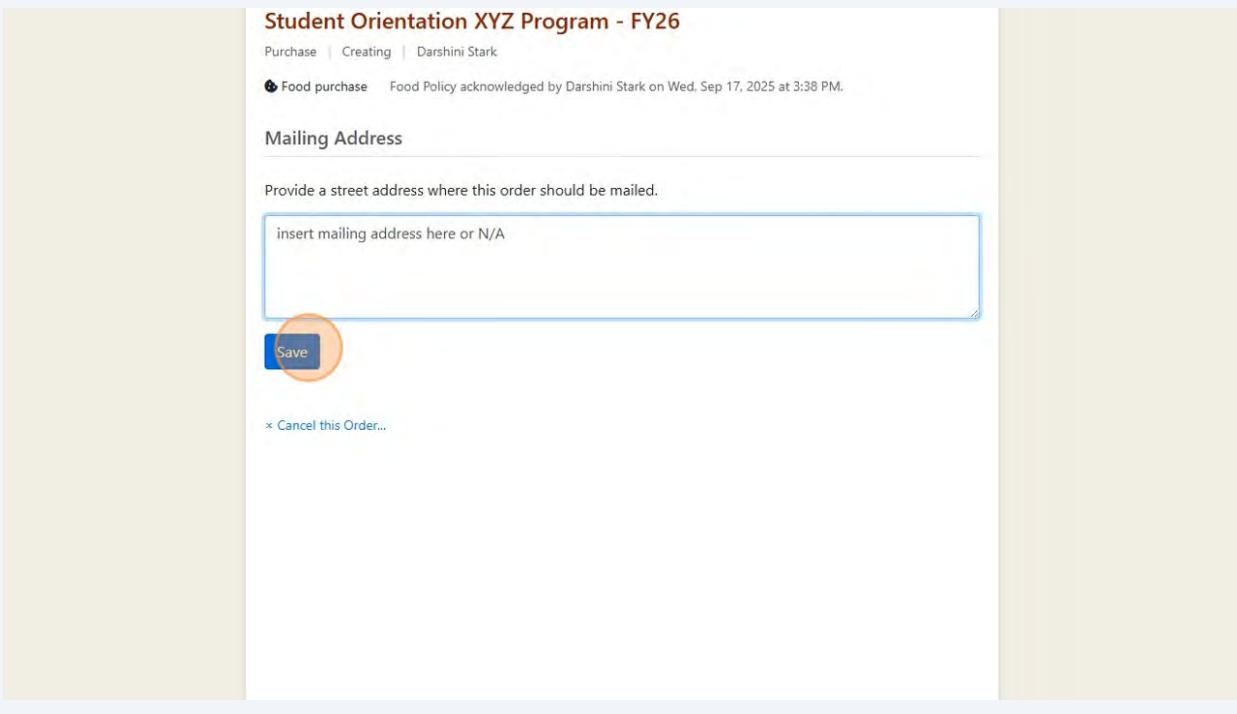
42 Click "Delete"



43 This does not remove the item from the whole TREQ, just from this particular order. Click "Save & Continue"



44 Add a mailing address if applicable. Otherwise put N/A



Student Orientation XYZ Program - FY26

Purchase | Creating | Darshini Stark

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Mailing Address

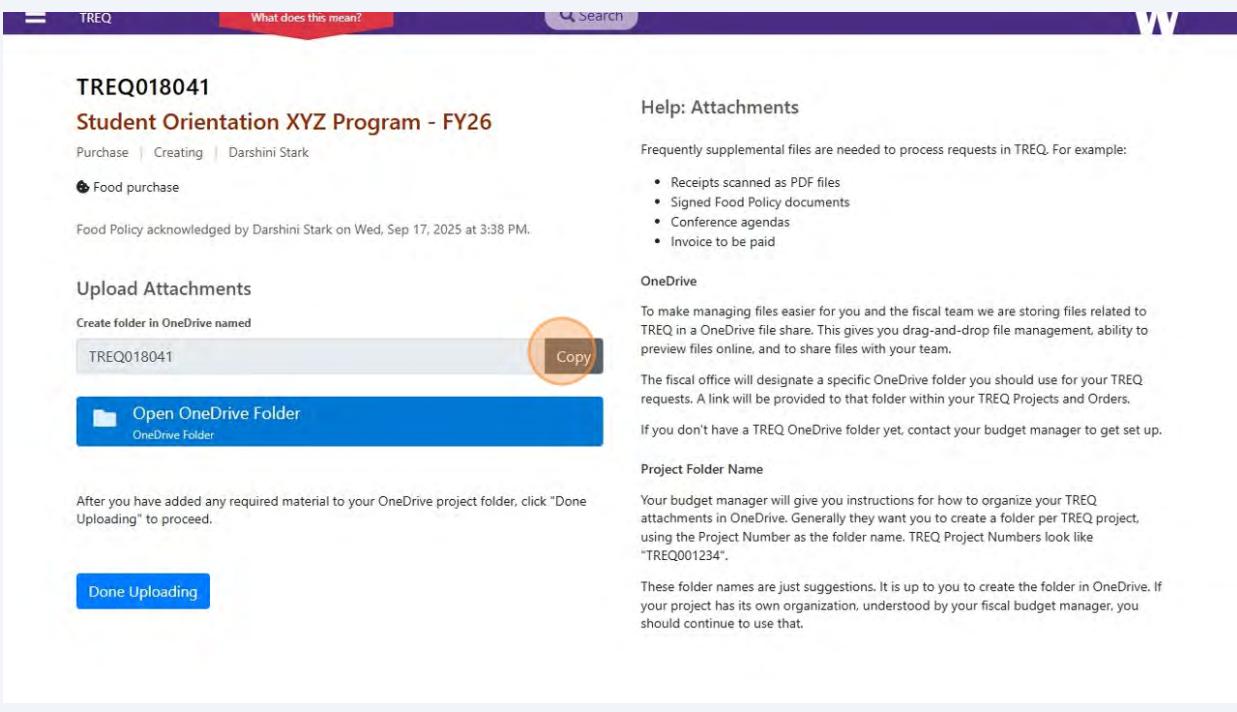
Provide a street address where this order should be mailed.

insert mailing address here or N/A

Save

Cancel this Order...

45 If you have supporting documentation at this time, upload it to the TREQ folder.



TREQ018041

Student Orientation XYZ Program - FY26

Purchase | Creating | Darshini Stark

Food purchase

Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Upload Attachments

Create folder in OneDrive named

TREQ018041

Copy

Open OneDrive Folder

OneDrive Folder

Help: Attachments

Frequently supplemental files are needed to process requests in TREQ. For example:

- Receipts scanned as PDF files
- Signed Food Policy documents
- Conference agendas
- Invoice to be paid

OneDrive

To make managing files easier for you and the fiscal team we are storing files related to TREQ in a OneDrive file share. This gives you drag-and-drop file management, ability to preview files online, and to share files with your team.

The fiscal office will designate a specific OneDrive folder you should use for your TREQ requests. A link will be provided to that folder within your TREQ Projects and Orders.

If you don't have a TREQ OneDrive folder yet, contact your budget manager to get set up.

Project Folder Name

Your budget manager will give you instructions for how to organize your TREQ attachments in OneDrive. Generally they want you to create a folder per TREQ project, using the Project Number as the folder name. TREQ Project Numbers look like "TREQ001234".

Done Uploading

These folder names are just suggestions. It is up to you to create the folder in OneDrive. If your project has its own organization, understood by your fiscal budget manager, you should continue to use that.

46 Click "OneDrive Folder"

TREQ018041

Student Orientation XYZ Program - FY26

Purchase | Creating | Darshini Stark

Food purchase

Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Upload Attachments

Create folder in OneDrive named

TREQ018041

Copy

Open OneDrive Folder
OneDrive Folder



After you have added any required material to your OneDrive project folder, click "Done Uploading" to proceed.

Done Uploading

Help: Attachments

Frequently supplemental files are needed to process requests in TREQ. For example:

- Receipts scanned as PDF files
- Signed Food Policy documents
- Conference agendas
- Invoice to be paid

OneDrive

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If you don't have a TREQ OneDrive folder yet, contact your budget manager to get set up.

Project Folder Name

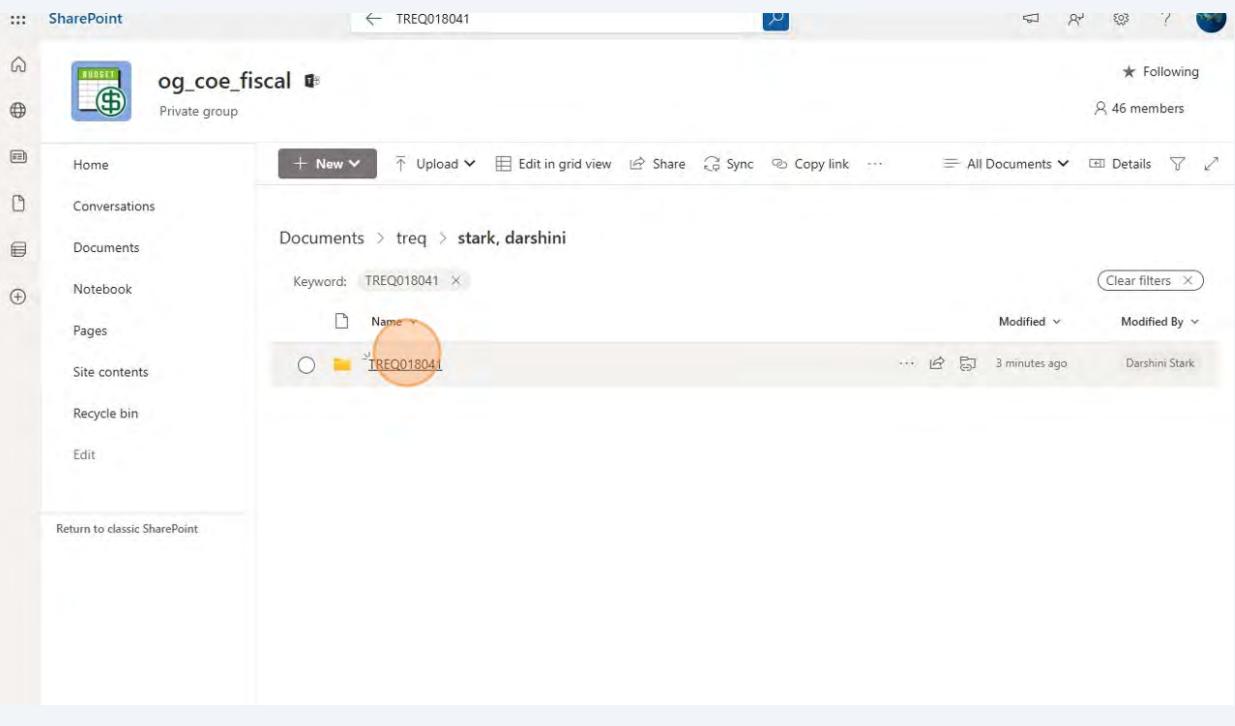
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These folder names are just suggestions. It is up to you to create the folder in OneDrive. If your project has its own organization, understood by your fiscal budget manager, you should continue to use that.

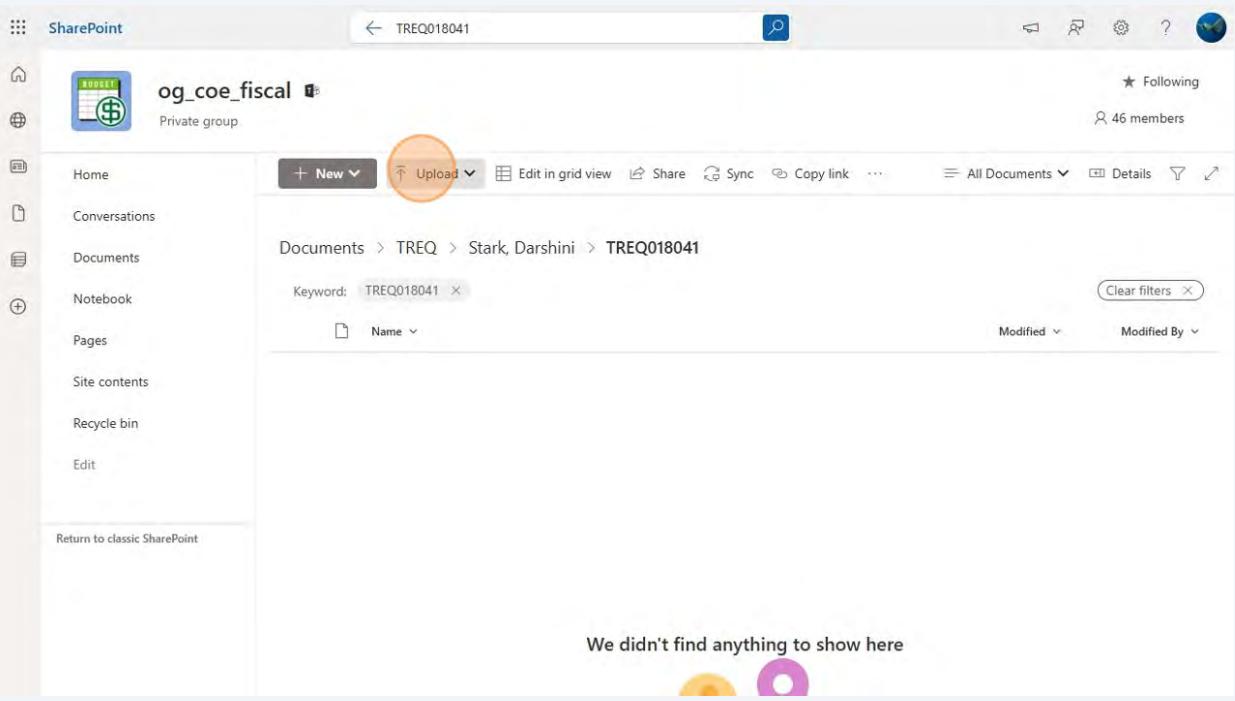
47 Search for your TREQ folder

Name	Modified	Modified By
TREQ000048	September 1, 2020	Darshini Stark
TREQ000110	September 2, 2020	Darshini Stark
TREQ000112	September 2, 2020	Darshini Stark
TREQ000114	September 2, 2020	Darshini Stark
TREQ000115	September 2, 2020	Darshini Stark
TREQ000116	September 2, 2020	Darshini Stark
TREQ000117	September 2, 2020	Darshini Stark
TREQ000143	September 9, 2020	Darshini Stark
TREQ000238	September 21, 2020	Darshini Stark

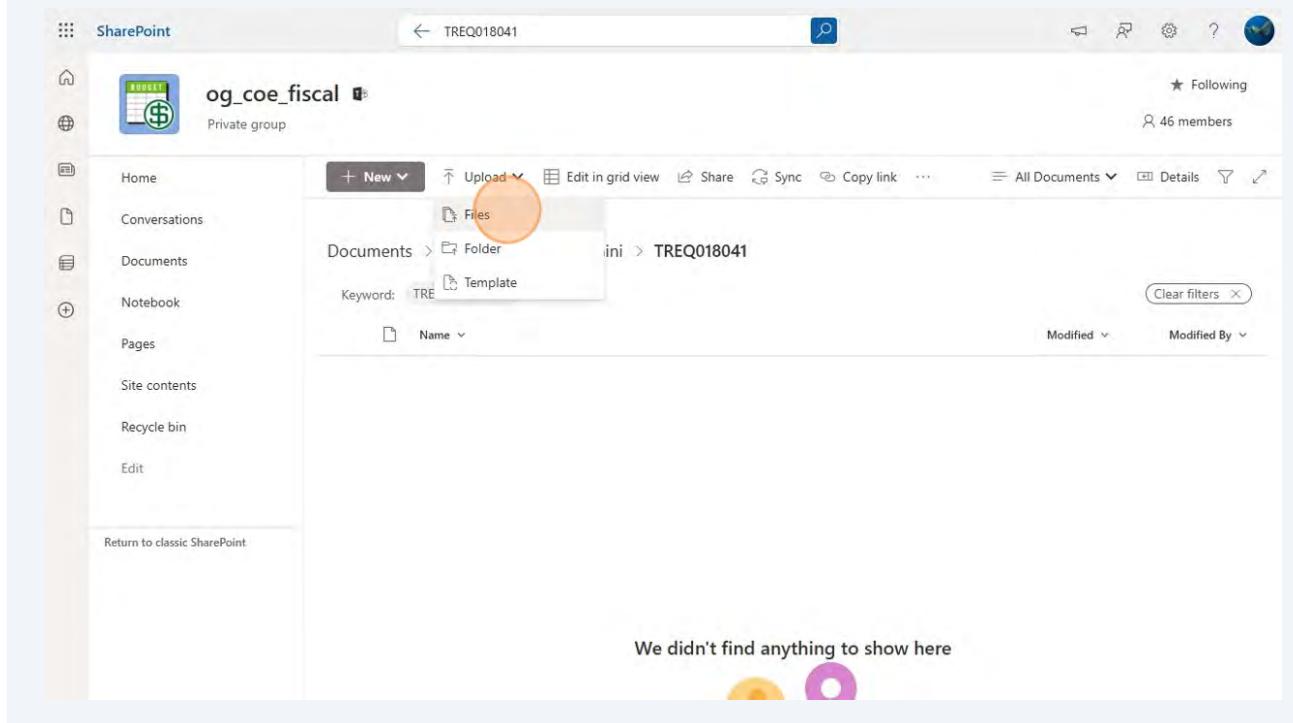
48 And open it



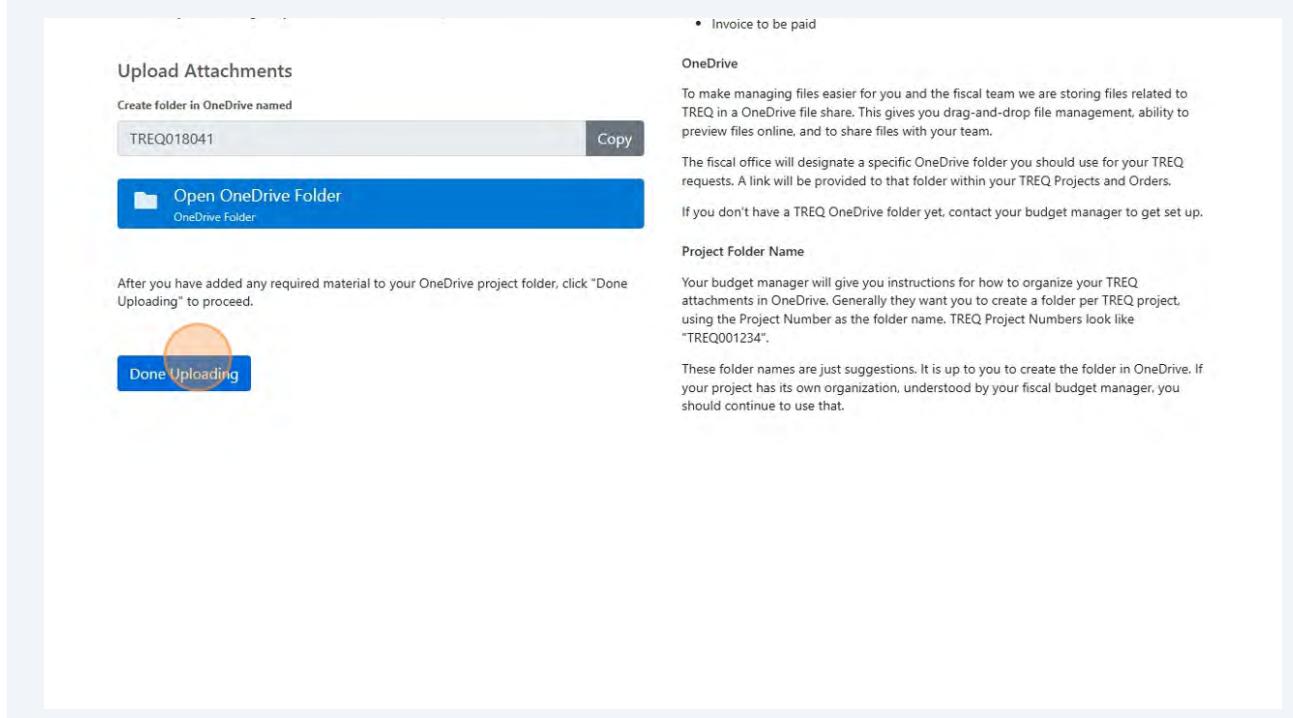
49 Click "Upload"



50 Click "Files"



51 Return to TREQ when done and click "Done Uploading"



52 Click "Continue" if there are no changes to the funding

Food purchase Food Policy acknowledged by Darshini Stark on Wed, Sep 17, 2025 at 3:38 PM.

Fiscal Tags

FISCAL TAG	NAME	OTHER TAGS	SPLIT
PG104018	Office of Student Service Operations		* Remainder
+ Fiscal Tag			

[Add a Note](#)

Finished entering Fiscal Tags

Continue (circled)

[Cancel this Order...](#)

53 Click "Submit"

Department Pre-Auth

Wed, 9/17/2025, 3:42 PM
Darshini Stark requested approval from Martin Howell
Department Approval was provided on pre-authorization for this project

Wed, 9/17/2025, 3:41 PM
Approved by Darshini Stark, on behalf of Martin Howell

Food Pre-Auth

Wed, 9/17/2025, 3:42 PM
Darshini Stark requested approval from Santhi Perumal
Food Approval was provided on pre-authorization for this project

Wed, 9/17/2025, 3:41 PM
Approved by Darshini Stark, on behalf of Santhi Perumal

Submit (circled)

[Cancel this Order...](#)

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)
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You can repeat this + order steps whenever something needs to be purchased, reimbursed, or paid for in relation to this specific Pre-Authorization!