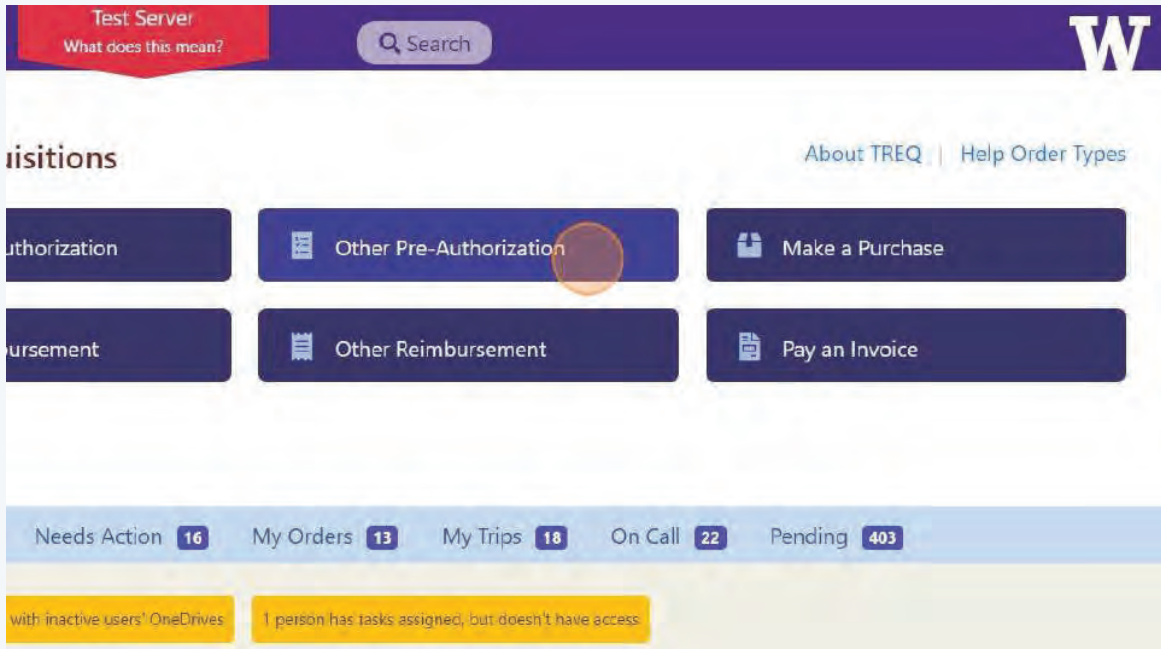


# TREQ: Create Pre-Authorization & Purchase Request for Subscriptions

Every fiscal year we must create new Pre-Authorizations for monthly or annual subscriptions. This guide provides step-by-step instructions on how to create a pre-authorization and purchase request for such purchases.

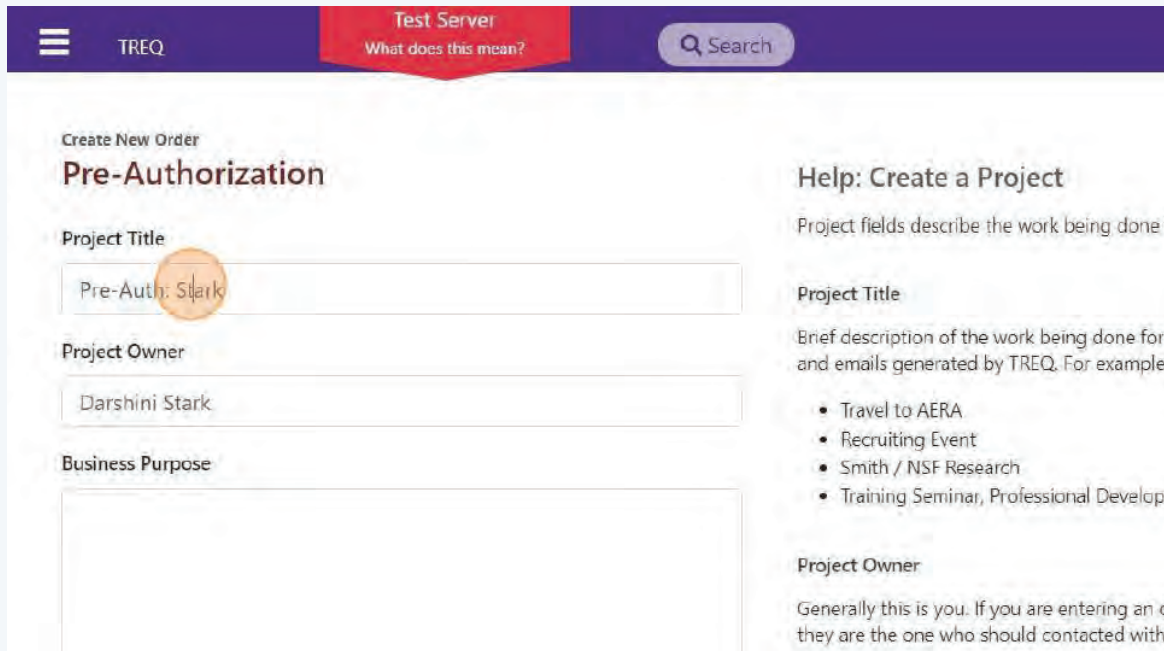
- 1 Navigate to <https://educ.uw.edu/treq/>

- 2 Start by clicking the "Other Pre-Authorization" button in TREQ



3

Please be sure to update the "Project Title" field. An appropriate title is short, descriptive, and includes the fiscal year or period for the subscription



The screenshot shows the TREQ 'Pre-authorization' form. The 'Project Title' field contains the text 'Pre-Auth: Stark', which is highlighted with a red circle. The 'Project Owner' field contains 'Darshini Stark'. The 'Business Purpose' field is empty. A red banner at the top says 'Test Server What does this mean?'. A search bar is in the top right. On the right side, there is a 'Help: Create a Project' section with a brief description and a list of examples: Travel to AERA, Recruiting Event, Smith / NSF Research, and Training Seminar, Professional Development. Below this is the 'Project Owner' section with a brief description.

**Create New Order**

## Pre-authorization

**Project Title**

Pre-Auth: Stark

**Project Owner**

Darshini Stark

**Business Purpose**

**Help: Create a Project**

Project fields describe the work being done for

**Project Title**

Brief description of the work being done for and emails generated by TREQ. For example:

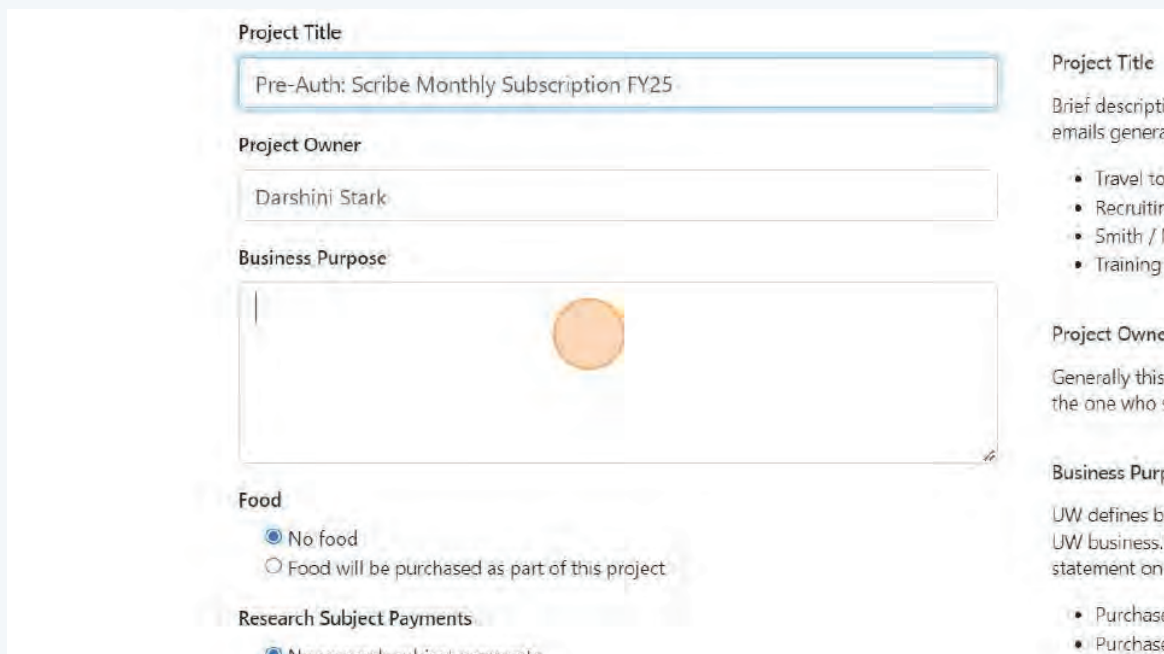
- Travel to AERA
- Recruiting Event
- Smith / NSF Research
- Training Seminar, Professional Development

**Project Owner**

Generally this is you. If you are entering an order for someone else, they are the one who should be contacted with

4

In the "Business Purpose" field, please be sure to provide a business purpose that explains how this purchase is serving UW business or the grant.



The screenshot shows the TREQ 'Pre-authorization' form. The 'Project Title' field contains 'Pre-Auth: Scribe Monthly Subscription FY25'. The 'Project Owner' field contains 'Darshini Stark'. The 'Business Purpose' field is empty. Below the 'Business Purpose' field are three sections: 'Food' with radio buttons for 'No food' (selected) and 'Food will be purchased as part of this project'; 'Research Subject Payments' with a radio button for 'No research subject payments' (selected); and 'Business Purpose' with a text area. On the right side, there is a 'Help: Create a Project' section with a brief description and a list of examples: Travel to AERA, Recruiting Event, Smith / NSF Research, and Training Seminar, Professional Development. Below this is the 'Project Owner' section with a brief description.

**Project Title**

Pre-Auth: Scribe Monthly Subscription FY25

**Project Owner**

Darshini Stark

**Business Purpose**

**Food**

☒ No food

☐ Food will be purchased as part of this project

**Research Subject Payments**

☒ No research subject payments

**Help: Create a Project**

Project fields describe the work being done for

**Project Title**

Brief description of the work being done for and emails generated by TREQ. For example:

- Travel to AERA
- Recruiting Event
- Smith / NSF Research
- Training Seminar, Professional Development

**Project Owner**

Generally this is you. If you are entering an order for someone else, they are the one who should be contacted with

**Business Purpose**

UW defines business purpose as "a statement on how this purchase is serving UW business or the grant."

## 5 Click "Save & Continue"

To assist the finance team with creating guides, SOPs, and tutorials

**Food**

☒ No food

☐ Food will be purchased as part of this project

**Research Subject Payments**

☒ No research subject payments

☐ Gift card research subject payments

☐ Revolving fund check research subject payments

**Save & Continue**

- Training Seminar, Professional Development

**Project Owner**

Generally this is you. If you are entering an organization, they are the one who should be contacted with the COE person.

**Business Purpose**

UW defines business purpose as: "Explanation used for UW business." In addition, all expenses must have an additional statement on the expenditure.

- Purchase of SOMETHING for use in the
- Purchase of books for use in PROGRAM
- Purchase of food for in-person new student
- Transcription services for interviews per NAME\_OF\_GRANT research project
- To attend and present paper at AERA Annual

## Adding Line Items

## 6 To add line items, click the "+ Item" button

**TREQ011973**

**Pre-Auth: Scribe Monthly Subscription**

Pre-Authorization | Creating | Darshini Stark

**Items**

| Qty | Item          | URL | Amount |
|-----|---------------|-----|--------|
|     | <b>+ Item</b> |     |        |
|     | <b>+ Tax</b>  |     |        |

**Save & Continue**

**Add a Note**

**Cancel this Order...**

7

Fill in the "Item", "Amount" and "Qty" fields. This should account for the estimated cost for the fiscal year or period for this subscription

The screenshot shows a form titled "Items" with a table header containing "Qty", "Item", "URL", and "Amount". Below the header are two buttons: "+ Item" and "+ Tax". A modal form is open, showing input fields for "Qty" (with the value "1"), "Item" (with a vertical cursor), "URL", and "Amount". Below these fields is a text input field with the placeholder "(Optional) Provide a link to a specific item to purchase". At the bottom of the modal are three buttons: "Save", "Delete", and "Cancel".

The screenshot shows the same "Items" form, but now with a table header containing "Item", "URL", "Amount", and "Line Total". Below the header is a button labeled "Tax". A modal form is open, showing input fields for "Item" (with the value "Monthly Subscription"), "Amount" (with the value "0.00"), and "Line Total" (with the value "0.00"). Below these fields is a text input field with the placeholder "Provide a link to a specific item to purchase". At the bottom of the modal are two buttons: "Delete" and "Cancel".

Items

| Qty | Item                 | URL | Amount |
|-----|----------------------|-----|--------|
| 1   | Monthly Subscription |     | 60     |

URL

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

Save Delete Cancel

8 In the "URL" field, you can provide a link if applicable.

12 Monthly Subscription 60.00

+ Item + Tax

| Qty | Item                 | Amount |
|-----|----------------------|--------|
| 12  | Monthly Subscription | 60.00  |

URL

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

Save Delete Cancel

Save & Continue

12 Monthly Subscription 60.00 \$

+ Item + Tax

| Qty | Item                 | Amount | Line T   |
|-----|----------------------|--------|----------|
| 12  | Monthly Subscription | 60.00  | \$720.00 |

URL

Insert link for purchase if applicable

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

Save Delete Cancel

Save & Continue

9 Click "Save"

12 Monthly Subscription 60.00 \$

+ Item + Tax

| Qty | Item                 | Amount | Line T |
|-----|----------------------|--------|--------|
| 12  | Monthly Subscription | 60.00  | \$     |

URL

Insert link for purchase if applicable

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

Save Delete Cancel

Save & Continue



## 10 Click "Save & Continue"

Pre-Authorization | Creating | Darshini Stark

### Items

| Qty | Item                 | URL                     | Amount |
|-----|----------------------|-------------------------|--------|
| 12  | Monthly Subscription | <a href="#">Link...</a> | 60.00  |

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

[Save & Continue](#)

[Add a Note](#)

[Cancel this Order...](#)

## Creating a TREQ Folder

## 11 For every TREQ order, there needs to be a corresponding TREQ folder. On the next page, click the grey "Copy" button.

011973

Auth: Scribe Monthly Subscription

Pre-Authorization | Creating | Darshini Stark

### Help: Attachments

Folder in OneDrive named

011973

Copy

Open OneDrive Folder

OneDrive Folder

If you have added any required material to your OneDrive project folder, click "Loading" to proceed.

### Help: Attachments

Frequently supplemental files are needed to process request 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 related to TREQ in a OneDrive file share. This gives you drag management, ability to preview files online, and to share file

The fiscal office will designate a specific OneDrive folder you TREQ requests. A link will be provided to that folder within y and Orders.

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

12 Then click the blue "Open OneDrive Folder".

**TREQ-Admin: Scribe Monthly Subscription**

Pre-Authorization | Creating | Darshini Stark

### Upload Attachments

Create folder in OneDrive named

TREQ011973 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 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 th related to TREQ in a OneDrive file share. This management, ability to preview files online, a

The fiscal office will designate a specific OneL TREQ requests. A link will be provided to thal and Orders.

If you don't have a TREQ OneDrive folder yet get set up.

**Project Folder Name**

Your budget manager will give you instructio

13 It will open a new tab that is routed to your TREQ folder. Click the "+ New" button.

**SharePoint** Search this library

**og\_coe\_fiscal** Private group

Home Conversations Documents Shared with us Notebook Pages Site contents

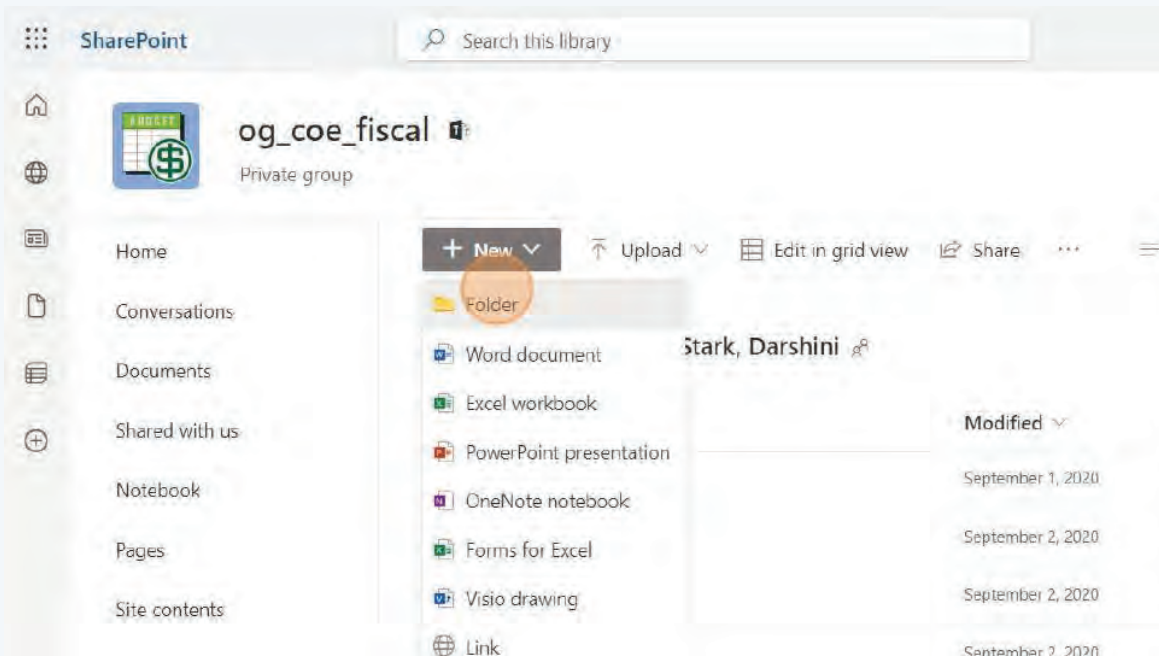
**+ New** Upload Edit in grid view Share

Documents > TREQ > Stark, Darshini

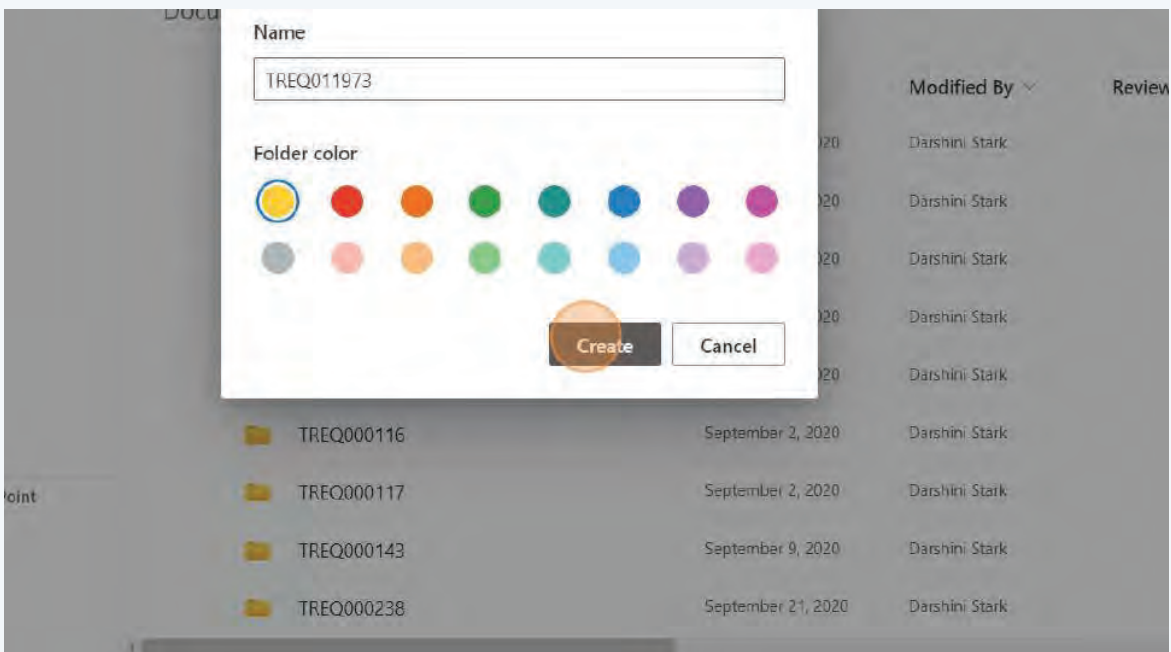
| Name       | Modified          |
|------------|-------------------|
| TREQ000048 | September 1, 2020 |
| TREQ000110 | September 2, 2020 |
| TREQ000112 | September 2, 2020 |
| TREQ000114 | September 2, 2020 |



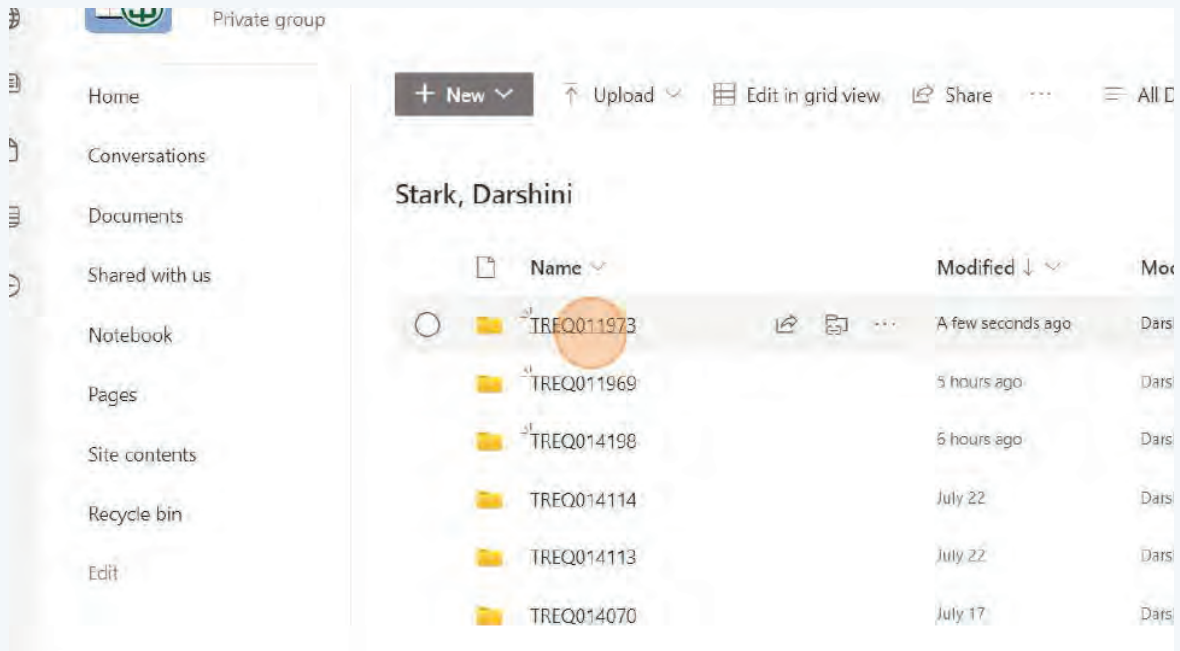
#### 14 Select "Folder"



#### 15 Paste the TREQ number in the "Name" field and press "Create"

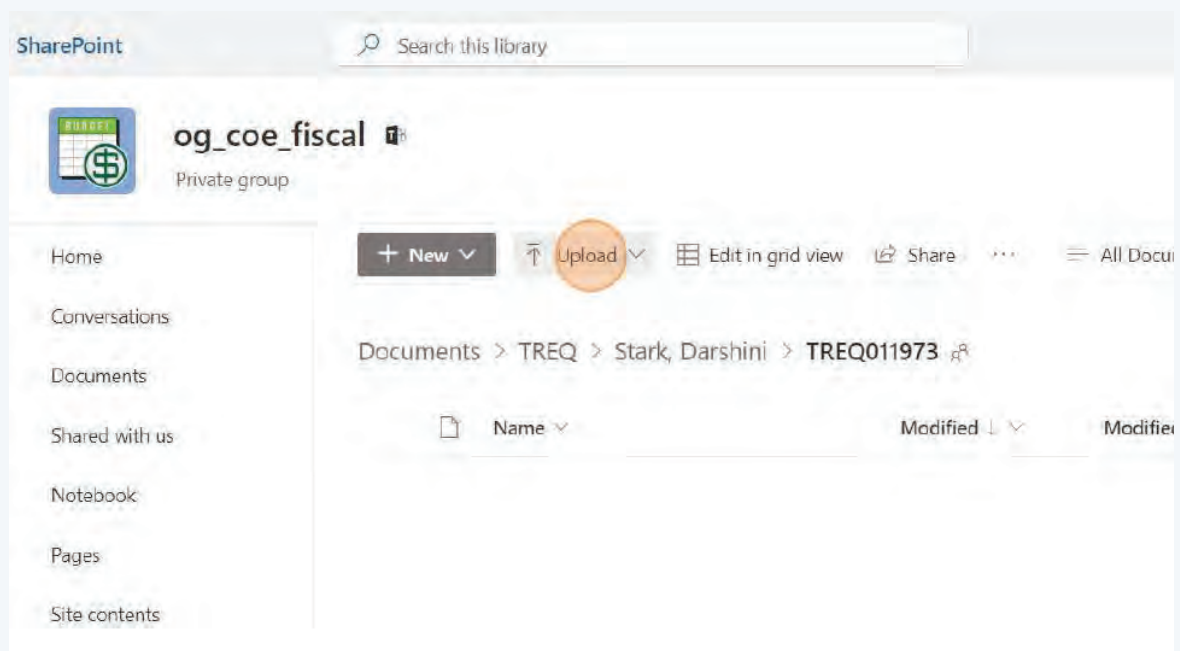


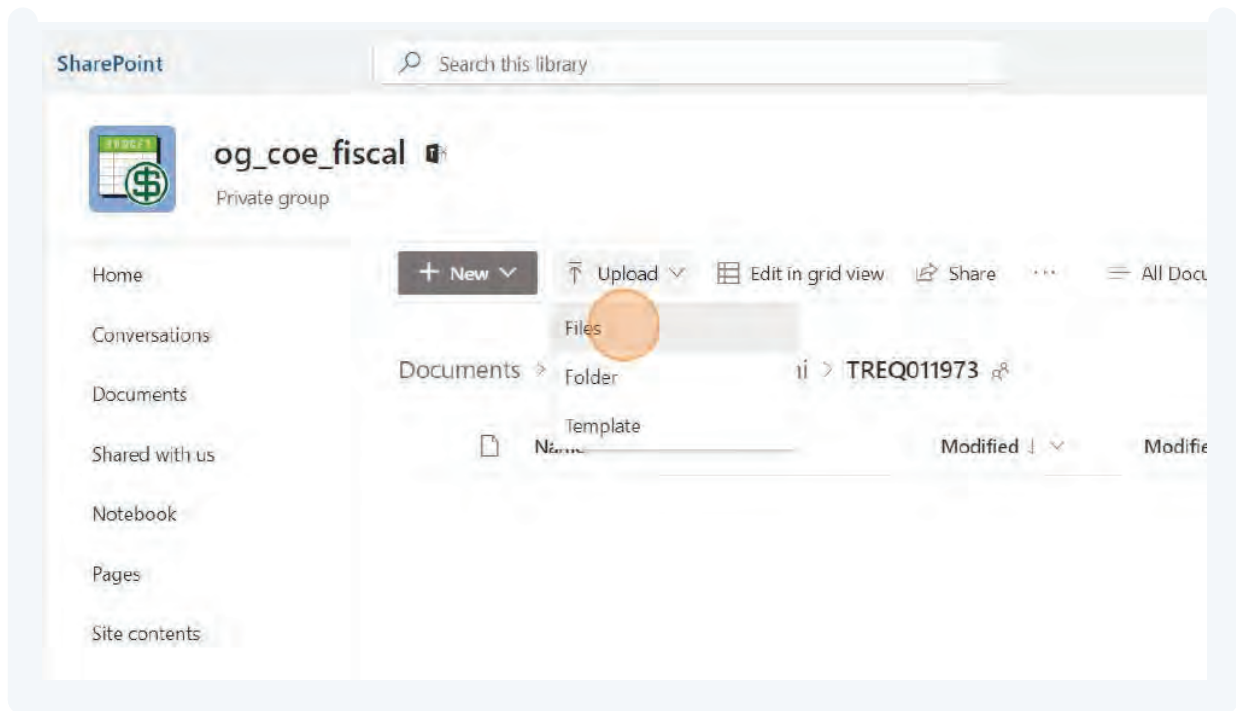
16 Open the corresponding TREQ folder



17 Click the grey "Upload" button. Click "Files" to open your file explorer on your computer. Select the files you wish to upload.

You can also drag and drop files from your file explorer on your desktop.





**18** Switch back to the TREQ tab in your browser and click "Done Uploading".

Create folder in OneDrive named

Copy

**Open OneDrive Folder**  
OneDrive Folder

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

**OneDrive**

To make managing files easier for you and related to TREQ in a OneDrive file share. This management, ability to preview files online, a

The fiscal office will designate a specific OneDrive folder for TREQ requests. A link will be provided to that folder and Orders.

If you don't have a TREQ OneDrive folder yet get set up.

**Project Folder Name**

Your budget manager will give you instructions on how to name folders in OneDrive. Generally they want the folder name to include the project number, using the Project Number as the folder name. It should look like "TREQ001234".

These folder names are just suggestions. It is up to you to name your folders in OneDrive. If your project has its own organization, use that.

## Add a Budget Number/Fiscal Tag

19

TREQ has been updated to accept Workday Worktags. It's totally okay if you only know the budget number and not the Worktag. TREQ will help you find the correct Worktag.

TREQ

Test Server  
What does this mean?

Search

**TREQ011973**

**Pre-Auth: Scribe Monthly Subscription**

Pre-Authorization | Creating | Darshini Stark

**Fiscal Tags**

| FISCAL TAG   | NAME | OTHER TAGS |
|--------------|------|------------|
| + Fiscal Tag |      |            |

NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on workt... you know when an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activ... edfiscal@uw.edu if you have questions.

Fiscal Tag Name Split

20

In the "Fiscal Tag" box, type the budget number. Be sure to not include a "-" or the Worktag will not pop up.

TREQ

Test Server  
What does this mean?

Search

+ Fiscal Tag

NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on workt... you know when an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activ... edfiscal@uw.edu if you have questions.

Fiscal Tag Name Split

06-0852 Name of Fiscal Tag

Activity Tag Assignee Tag

AC000000 AS000000

Search by employee name or worktag numb...

Save Cancel

**Fiscal Tag**  
Enter a Fiscal Tag number. Generally these are the same as Workday Project,



- 21 Select the budget number and name that pops up.

+ Fiscal Tag

★ NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on worktag you know when an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activity Tag. Contact [edfiscal@uw.edu](mailto:edfiscal@uw.edu) if you have questions.

| Fiscal Tag                 | Name                                      | Split    |
|----------------------------|---|----------|
| 060852                     | Name of Fiscal Tag                        |          |
| 06-0852 AD FA STAFF PRODEV |   |          |
|                            | AC000000                                  | AS000000 |
|                            | Search by employee name or worktag number |          |

**Save** **Cancel**

**Fiscal Tag**  
Enter a Fiscal Tag number. Generally these are the same as Workday Project, Grant, or Gift Worktags. The system will suggest matching Fiscal Tags.

- 22 Below the "Activity Tag" and "Assignee Tag" a yellow alert will pop up informing you of the Worktag that replaced the budget number in Workday. Copy the Worktag.

| Fiscal Tag | Name                                      | Split        |
|------------|---|--------------|
| 06-0852    | AD FA STAFF PRODEV                        |              |
|            | Activity Tag                              | Assignee Tag |
|            | AC000000                                  | AS000000     |
|            | Search by employee name or worktag number |              |

**06-0852: Replaced by PG104030 AD Finance and Admin Program Funds**

**Save** **Cancel**

**Fiscal Tag**  
Enter a Fiscal Tag number. Generally these are the same as Workday Project, Grant, or Gift Worktags. The system will suggest matching Fiscal Tags.

**Name**  
Name or description of the Fiscal Tag. If you choose a suggestion in the Fiscal



- 23 Paste the Worktag in the "Fiscal Tag" box, replacing the budget number.

The screenshot shows the TREQ 'Fiscal Tag' form. At the top, there is a purple header with a menu icon, the text 'TREQ', a red banner that says 'Test Server What does this mean?', and a search bar. Below the header, the form title is '+ Fiscal Tag'. A yellow star icon is next to a message: 'NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on workt you know when an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Activ edfiscal@uw.edu if you have questions.' The form has several input fields: 'Fiscal Tag' (containing '06-0852'), 'Name' (containing 'AD FA STAFF PRODEV'), 'Split' (empty), 'Activity Tag' (containing 'AC000000'), and 'Assignee Tag' (containing 'AS000000'). Below these fields is a search prompt: 'Search by employee name or worktag numb'. A yellow banner at the bottom of the form area states: '06-0852: Replaced by PG104030 AD Finance and Admin Program Funds'. At the very bottom are 'Save' and 'Cancel' buttons.

- 24 Click the new Worktag and name that pop up.

This screenshot shows the same TREQ 'Fiscal Tag' form as the previous one, but with a dropdown menu open over the 'Fiscal Tag' field. The dropdown menu displays 'PG104030 AD Finance and Admin Program Funds'. The 'Fiscal Tag' field now contains 'PG104030'. The 'Name' field still contains 'AD FA STAFF PRODEV'. The 'Activity Tag' field contains 'AC000000' and the 'Assignee Tag' field contains 'AS000000'. The yellow banner at the bottom still reads: '06-0852: Replaced by PG104030 AD Finance and Admin Program Funds'. The 'Save' and 'Cancel' buttons are at the bottom.

25

Not all Worktags need Activity or Assignee tags. If you don't have one or don't know what to use, you can leave it blank and the budget manager will fill it in if necessary.

When you are done, click "Save" and "Continue"

**Fiscal Tag**  
PG104030

**Name**  
AD Finance and Admin Program Funds

**Split**

**Activity Tag**  
AC000000

**Assignee Tag**  
AS000000

Search by employee name or worktag number

**Save** **Cancel**

**Fiscal Tag**  
Enter a Fiscal Tag number. Generally these are the same as Workday Project, Grant, or Gift Worktags. The system will suggest matching Fiscal Tags.

**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**

PG104030 AD Finance and Admin Program Funds

+ Fiscal Tag

Add a Note

Finished entering Fiscal Tags


**Continue**

Cancel this Order...

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## 26 Click "Continue"

| FISCAL TAG   | NAME                               | OTHER TAGS |
|--------------|------------------------------------|------------|
| PG104030     | AD Finance and Admin Program Funds |            |
| + Fiscal Tag |                                    |            |

 Add a Note

Finished entering Fiscal Tags

**Continue**

[× Cancel this Order...](#)

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)

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## 27 Review the order and press "Submit"

**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**

Santhi Perumal

**Approver Note**

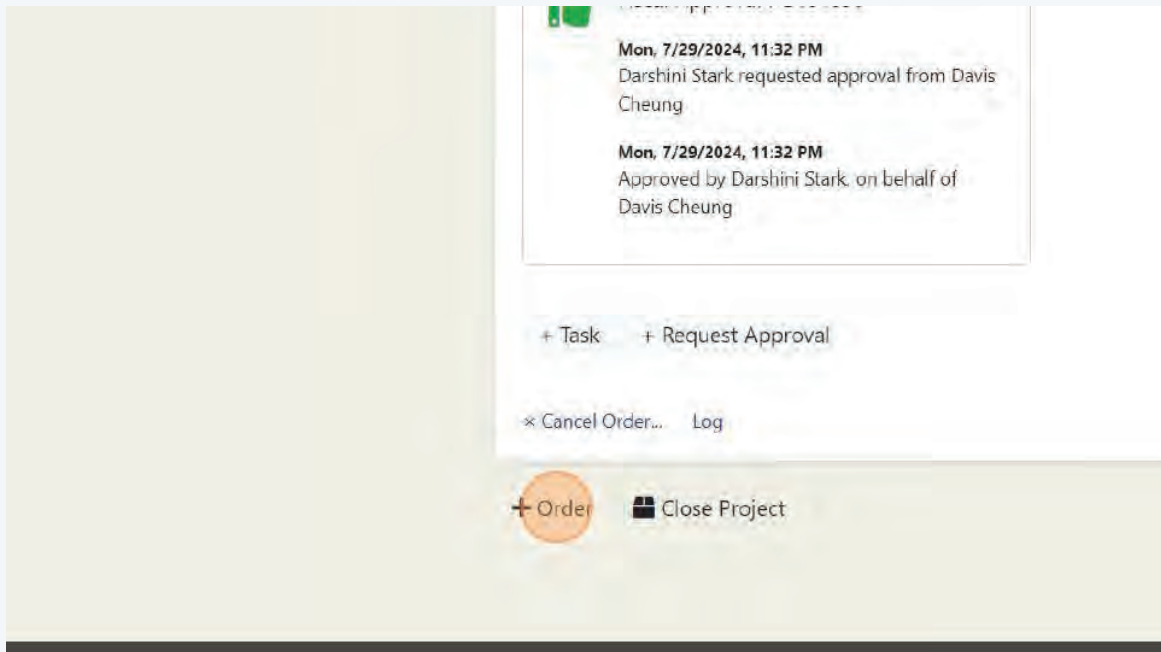
(Optional) Add a note if this project needs additional explanation for the approver.

**Submit**

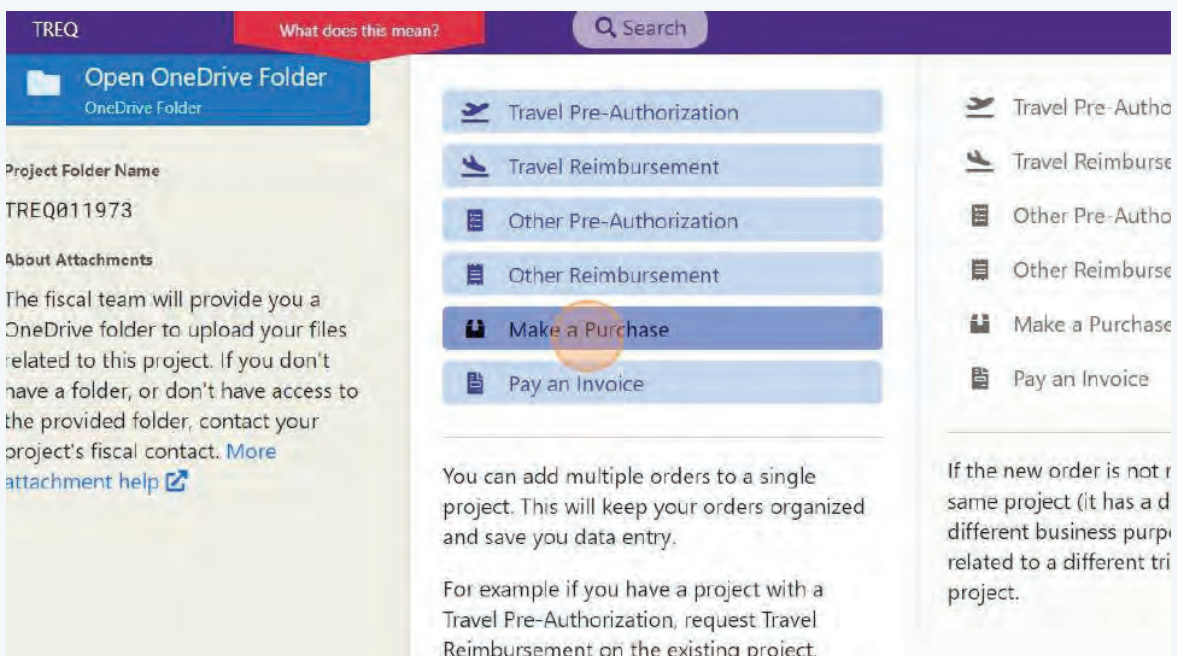
[× Cancel this Order...](#)

## Adding the "Make a Purchase"

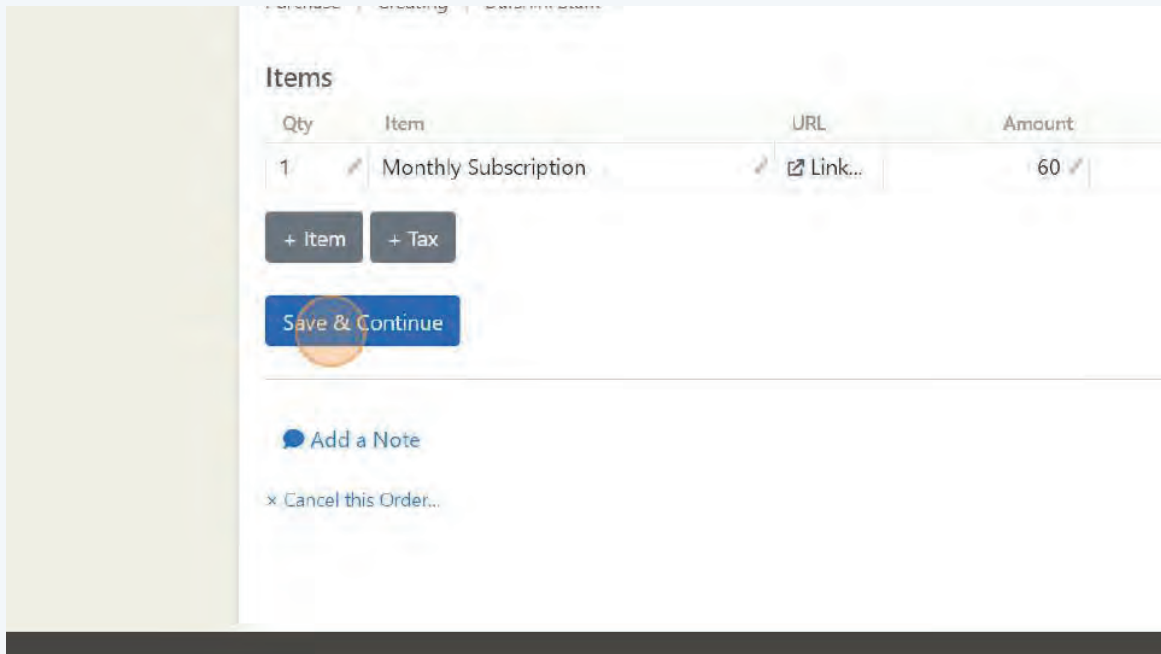
28 At the bottom of the TREQ, click "+Order"



29 Select "Make a Purchase"



- 30 Review the line item. If it looks correct, press "Save & Continue"

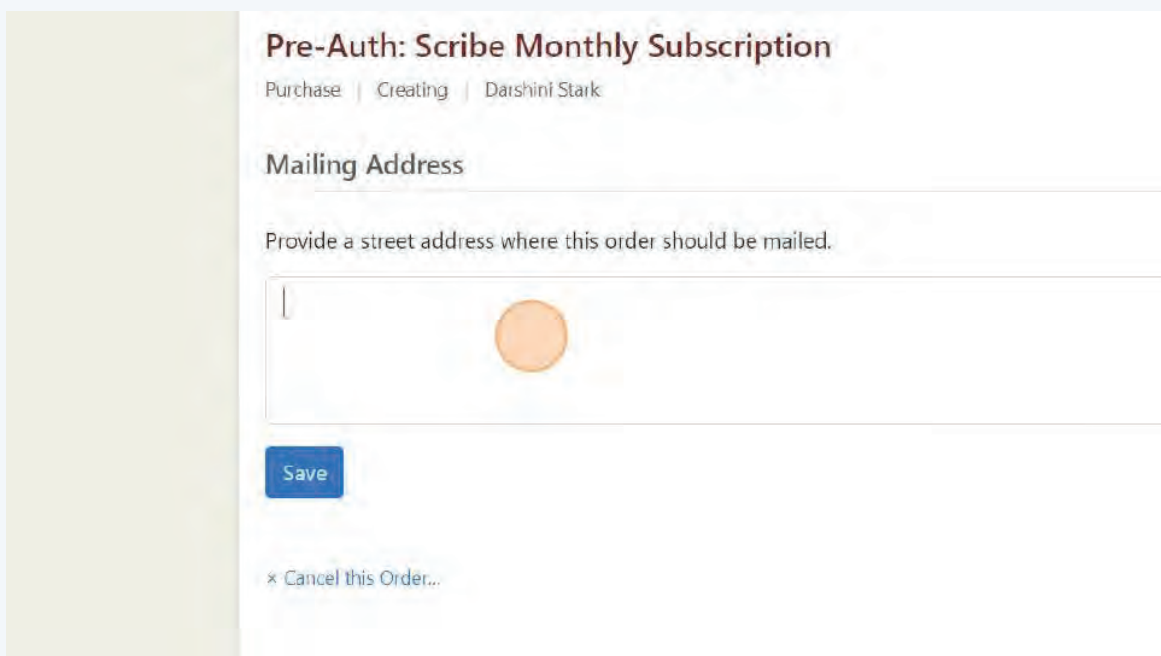


The screenshot shows a form titled "Items" with a table containing one line item:

| Qty | Item                 | URL                     | Amount |
|-----|----------------------|-------------------------|--------|
| 1   | Monthly Subscription | <a href="#">Link...</a> | 60     |

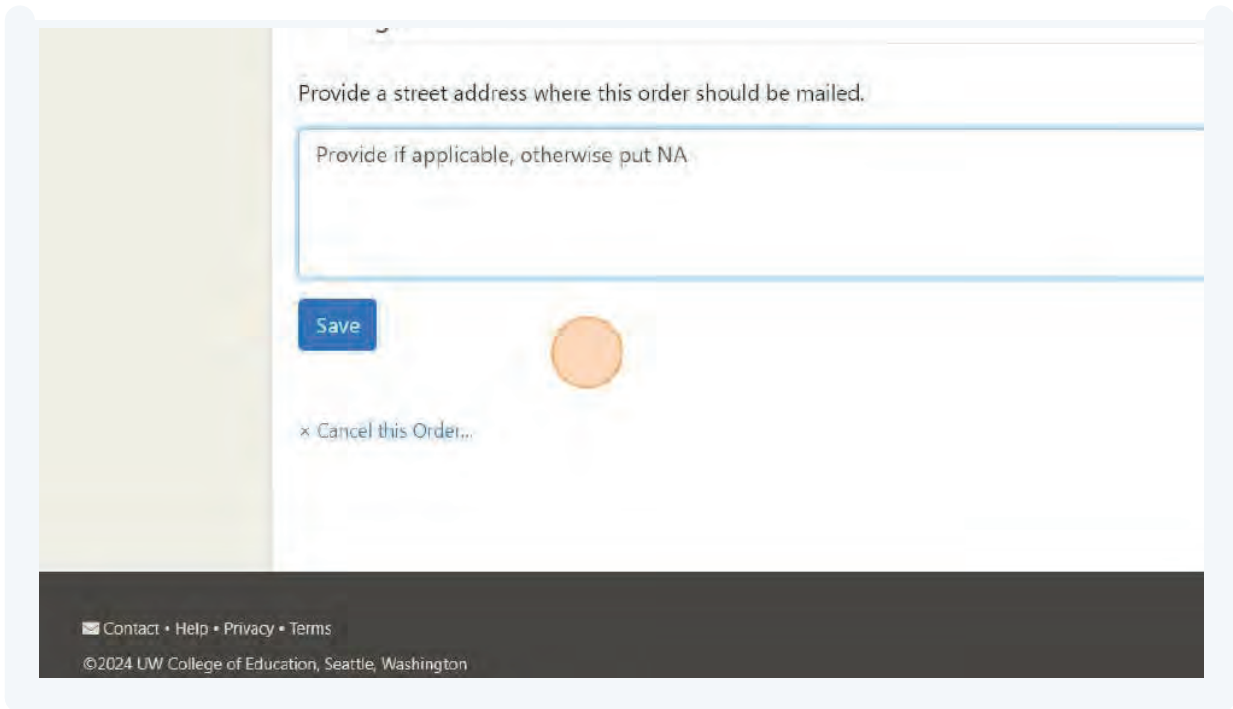
Below the table are two buttons: "+ Item" and "+ Tax". The "Save & Continue" button is highlighted with an orange circle. Below the buttons are two links: "Add a Note" and "Cancel this Order...".

- 31 Provide a mailing address if applicable, otherwise put N/A

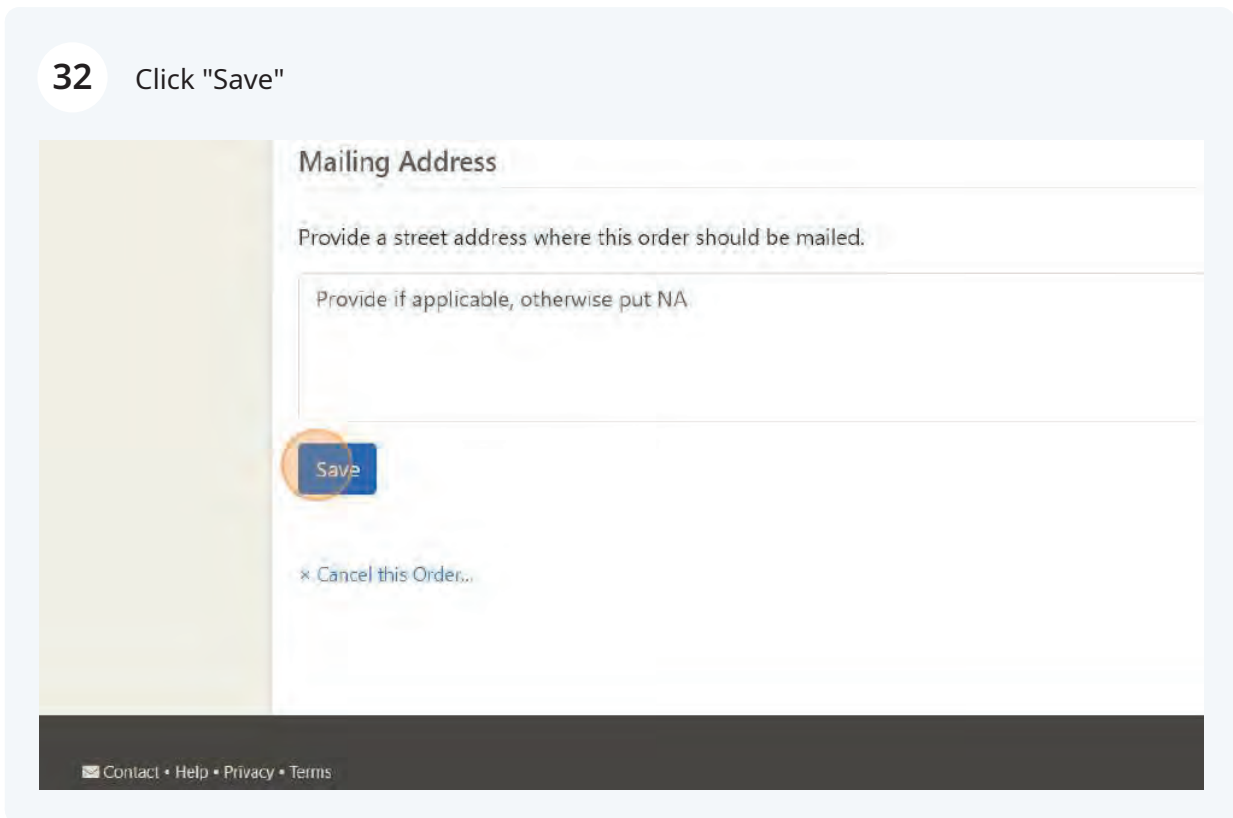


The screenshot shows a form titled "Pre-Auth: Scribe Monthly Subscription" with a breadcrumb trail: "Purchase | Creating | Darshini Stark". The section is titled "Mailing Address" and contains the text: "Provide a street address where this order should be mailed." Below this is a text input field with a cursor. The "Save" button is highlighted with an orange circle. Below the button is a link: "Cancel this Order...".





## 32 Click "Save"



### 33 Upload supporting documents to the TREQ folder and click "Done Uploading"

The screenshot shows a web interface for creating a OneDrive folder. At the top, it says "Create folder in OneDrive named" followed by a text input field containing "TREQ011973" and a "Copy" button. Below this is a blue button labeled "Open OneDrive Folder" with a folder icon and the text "OneDrive Folder". To the right, there is a list of items to upload: "Signed local agency agreements", "Conference agendas", and "Invoice to be paid". Below the list, there is a section titled "OneDrive" with text explaining that files related to TREQ will be stored in a OneDrive file share. It mentions that the fiscal office will designate a specific OneDrive folder for TREQ requests and that a link will be provided. It also states that if the user doesn't have a TREQ OneDrive folder yet, they should get it set up. Below this, there is a section titled "Project Folder Name" with text explaining that the budget manager will give instructions on naming the folder, using the project number as the folder name (e.g., "TREQ001234"). It also mentions that these are just suggestions and that the user can have their own organization in OneDrive. At the bottom, there is a blue button labeled "Done Uploading" which is circled in orange.

Create folder in OneDrive named

TREQ011973

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

Signed local agency agreements

- Conference agendas
- Invoice to be paid

OneDrive

To make managing files easier for you and those related to TREQ in a OneDrive file share. This management, ability to preview files online, and

The fiscal office will designate a specific OneDrive folder for TREQ requests. A link will be provided to that folder and Orders.

If you don't have a TREQ OneDrive folder yet, you should get it set up.

Project Folder Name

Your budget manager will give you instructions on naming the folder. Generally they want the folder name to be the project number as the folder name, using the Project Number as the folder name, look like "TREQ001234".

These folder names are just suggestions. It is your OneDrive. If your project has its own organization in OneDrive, you can have your own organization in OneDrive.

### 34 Review the fiscal tags and click "Continue"

The screenshot shows a web interface for reviewing fiscal tags. At the top, there is a table with three columns: "FISCAL TAG", "NAME", and "OTHER TAGS". The first row contains the fiscal tag "PG104030", the name "AD Finance and Admin Program Funds", and an empty "OTHER TAGS" column. Below the table, there is a blue button labeled "+ Fiscal Tag". Below this, there is a blue button labeled "Add a Note". Below this, there is a section titled "Finished entering Fiscal Tags" with a blue button labeled "Continue" which is circled in orange. Below the "Continue" button, there is a link labeled "x Cancel this Order...". At the bottom, there is a footer with links for "Contact", "Help", "Privacy", and "Terms", and a copyright notice: "©2024 UW College of Education, Seattle, Washington".

| FISCAL TAG | NAME                               | OTHER TAGS |
|------------|------------------------------------|------------|
| PG104030   | AD Finance and Admin Program Funds |            |

+ Fiscal Tag

Add a Note

Finished entering Fiscal Tags

Continue

x Cancel this Order...

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35

Review your order and click "Submit"!

Review & Submit

Review your request to insure it is complete and accurate, then submit it to start the review and approval workflow.

Pre-Auth: Scribe Monthly Subscription

Project Owner

Darshini Stark

Change Project

Business Purpose

To assist the finance team with creating guides, SOPs, and tutorials

Items

Change Items

| ITEM                 | AMOUNT                               |
|----------------------|--------------------------------------|
| Monthly Subscription | <div><div>Link...</div>\$60.00</div> |
| Total \$60.00        |                                      |

Fiscal Tags

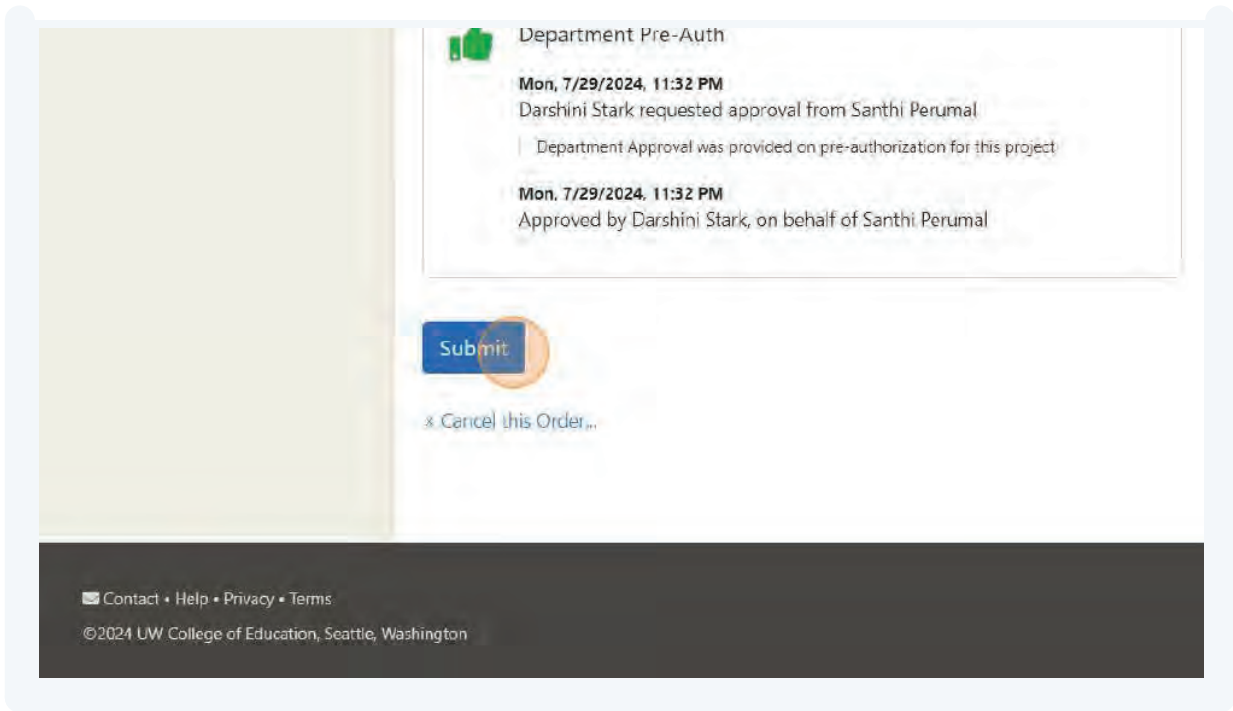
Change Fiscal Tags

| TAG      | NAME                               | OTHER TAGS | SPLIT |
|----------|------------------------------------|------------|-------|
| PG104030 | AD Finance and Admin Program Funds |            | *     |

Send Order to Fiscal

This project includes a Pre-Authorization which has Department Approval, that step is complete. After reviewing and verifying your order, send to fiscal for handling.

Department Pre-Auth



36 And you're done! Yay!