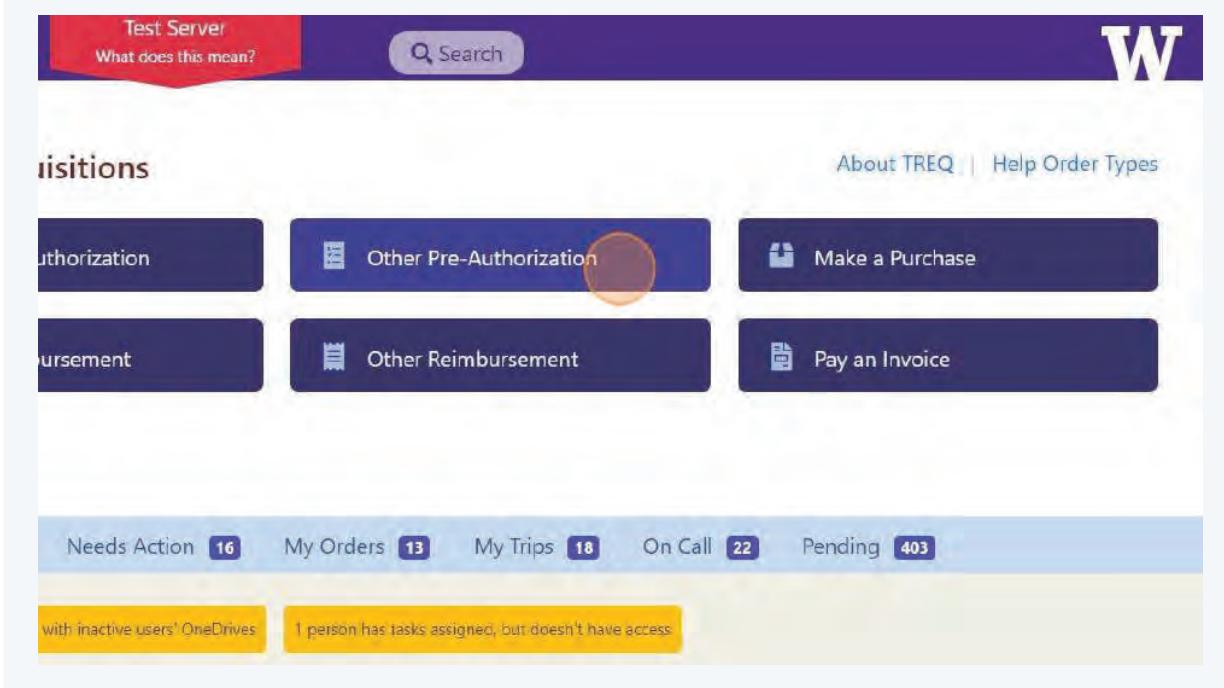


TREQ: Create Pre-Authorization & Purchase Request for Subscriptions

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.

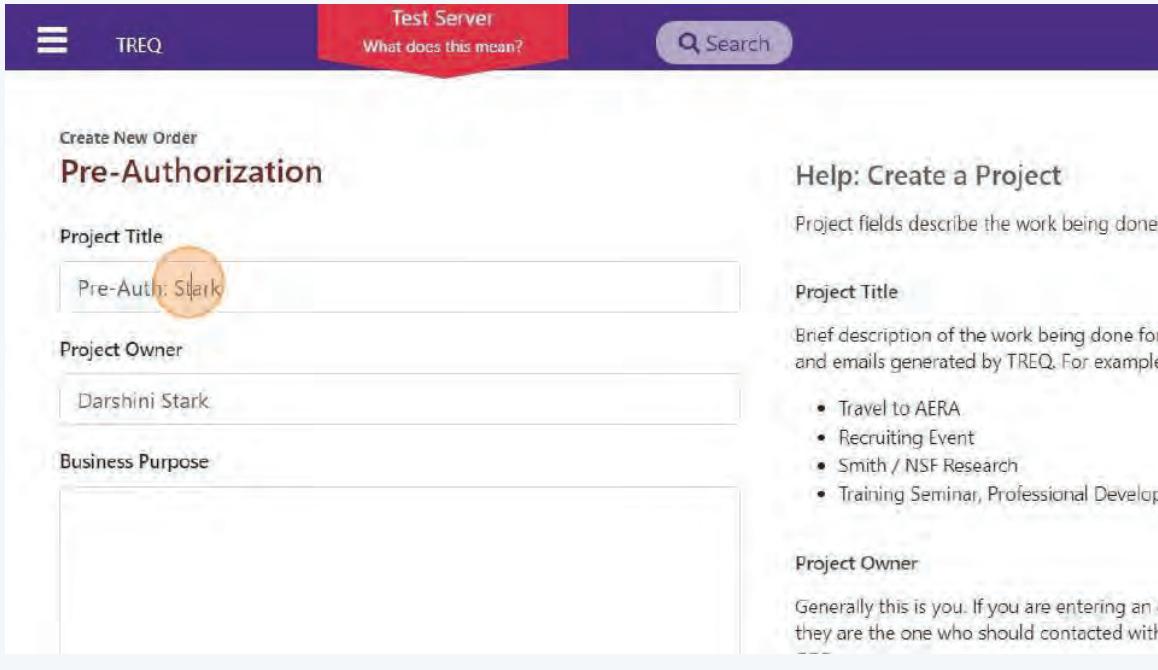
- 1 Navigate to <https://educ.uw.edu/treq/>

- 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 is highlighted with a yellow circle. The text 'Pre-Auth: Stark' is entered into the field. To the right of the form, a 'Help: Create a Project' box provides guidance on what project fields describe.

Project Title
Pre-Auth: Stark

Project Owner
Darshini Stark

Business Purpose

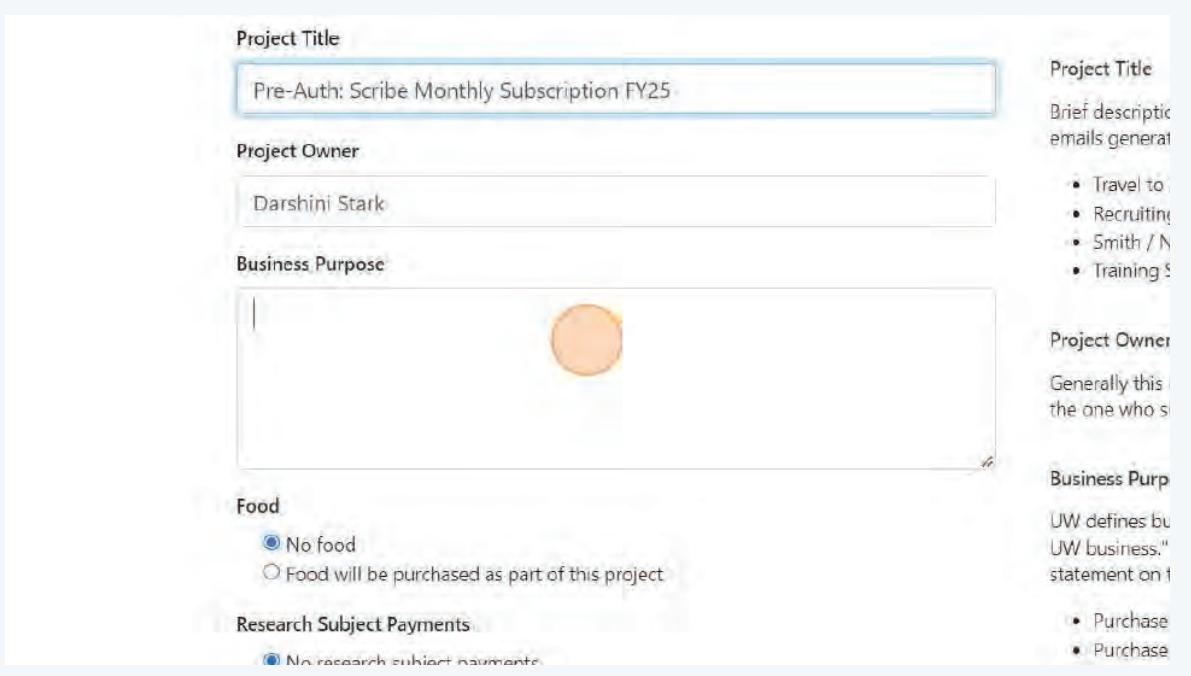
Help: Create a Project
Project fields describe the work being done for the project and emails generated by TREQ. For example:

- 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 contact with you.

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 with a detailed view of the 'Business Purpose' field. The field is empty and highlighted with a yellow circle. To the right, a 'Help' box provides a list of examples for business purposes.

Project Title
Pre-Auth: Scribe Monthly Subscription FY25

Project Owner
Darshini Stark

Business Purpose

Help
Brief description of the work being done for the project 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 contact with you.

Business Purpose
UW defines business as "any activity that is related to UW business." This statement on the UW website is the official definition of business.

Food
 No food
 Food will be purchased as part of this project

Research Subject Payments
 No research subject payments
 Research subject payments

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

Business Purpose

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

- Training Seminar, Professional Development
- Purchase of SOMETHING for use in the program
- Purchase of books for use in PROGRAM
- Purchase of food for in-person new student orientation
- Transcription services for interviews performed for NAME_OF_GRANT research project
- To attend and present paper at AERA Annual Meeting

Save & Continue

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

+ Item **+ Tax**

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

Items			
Qty	Item	URL	Amount
+ Item	+ Tax		

Qty	Item	Amount	Line Total
1			

URL

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

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

Item	Amount	Line Total
Monthly Subscription		0.00

Provide a link to a specific item to purchase

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

Items

Qty	Item	URL	Amount
+ Item	+ Tax		

Qty Item URL Amount

1 Monthly Subscription

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.

Qty	Item	URL	Amount
12	Monthly Subscription	<input type="text"/>	60.00 <input type="button" value="\$"/>

Qty Item URL Amount

12 Monthly Subscription

URL

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

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

[Save & Continue](#)

12 / Monthly Subscription 60.00 / \$

+ Item + Tax

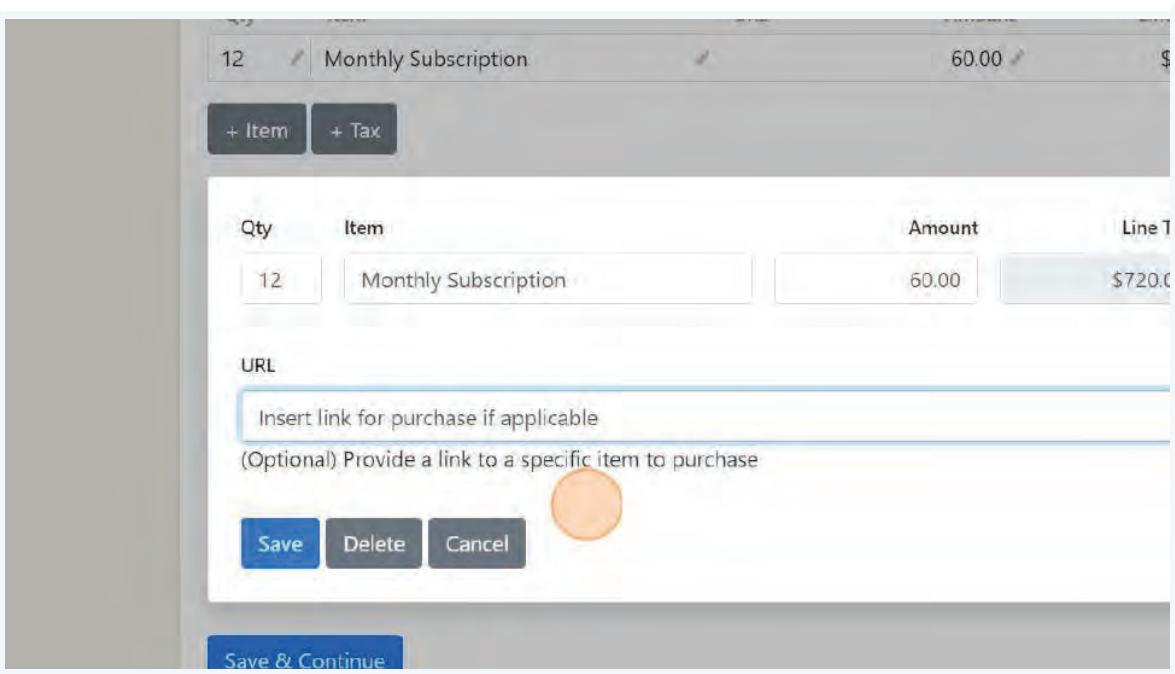
Qty	Item	Amount	Line 1
12	Monthly Subscription	60.00	\$720.0

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

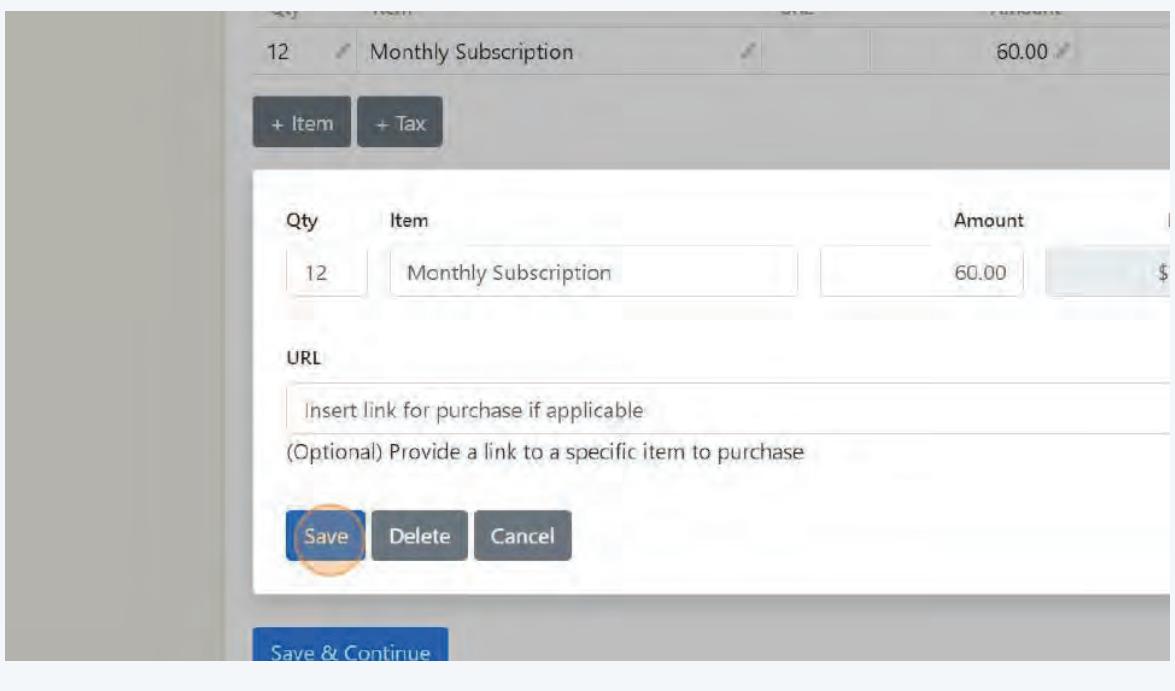
Qty	Item	Amount	Line 1
12	Monthly Subscription	60.00	\$

URL

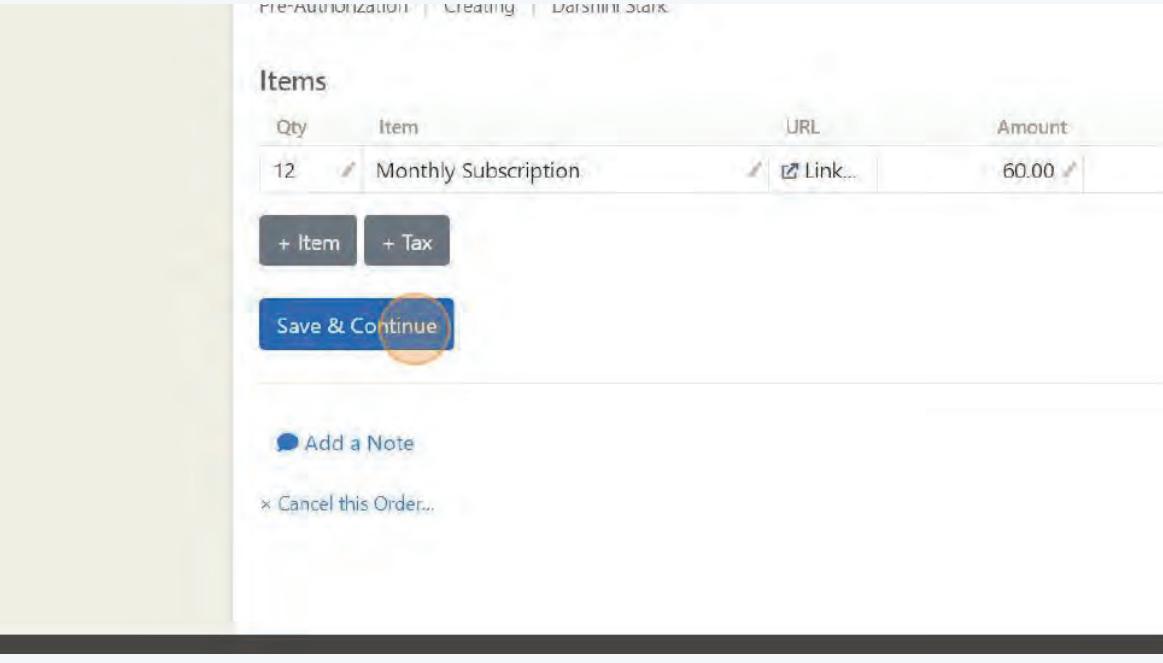
Insert link for purchase if applicable
(Optional) Provide a link to a specific item to purchase

Save Delete Cancel

Save & Continue



10 Click "Save & Continue"



Pre-authorization | Creating | Darshini Stark

Items

Qty	Item	URL	Amount
12	Monthly Subscription	<input checked="" type="checkbox"/> Link...	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.



1011973

Order: Scribe Monthly Subscription

Authorization | Creating | Darshini Stark

Attachments

der in OneDrive named

1011973

Copy

Open OneDrive Folder

OneDrive Folder

I have added any required material to your OneDrive project folder, click "Uploading" 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".

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 the 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 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

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

SharePoint

og_coe_fiscal

Private group

Home

Conversations

Documents

Shared with us

Notebook

Pages

Site contents

+ New

Upload

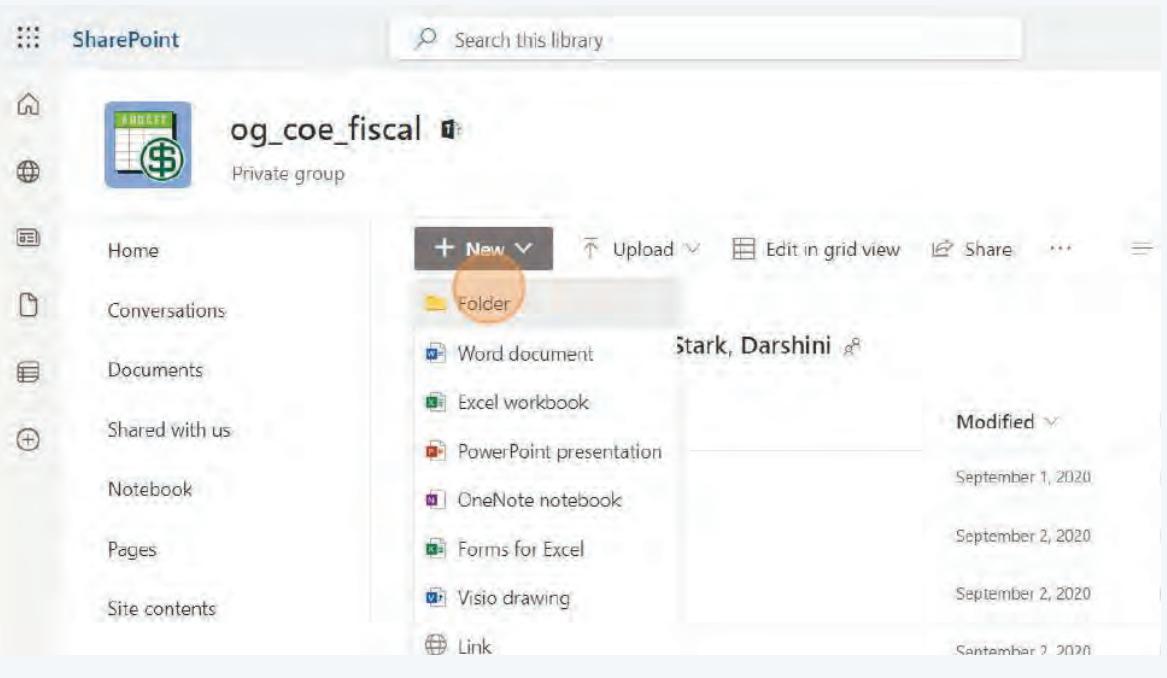
Edit in grid view

Share

Documents > TREQ > Stark, Darshini

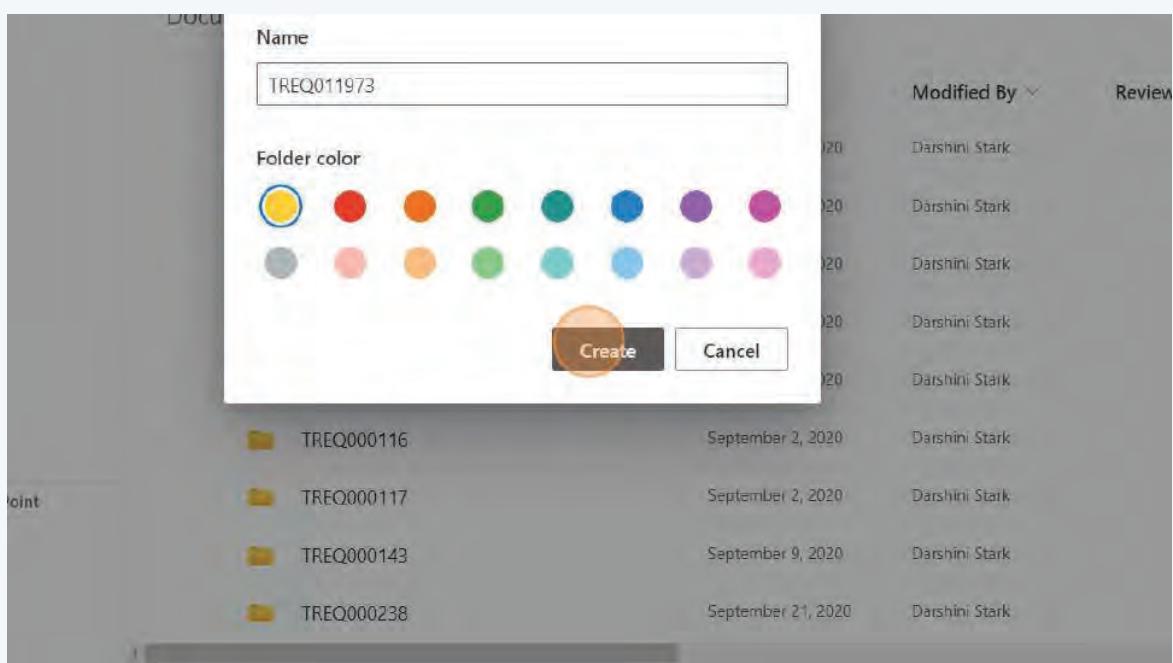
Name	Modified
TREQ000048	September 1, 2020
TREQ000110	September 2, 2020
TREQ000112	September 2, 2020
TREQ000114	September 2, 2020

14 Select "Folder"



The screenshot shows a SharePoint library named 'og_coe_fiscal'. The left navigation bar includes links for Home, Conversations, Documents, Shared with us, Notebook, Pages, and Site contents. The main area displays a list of files and folders. A context menu is open at the top, with the 'Folder' option highlighted and circled in orange. The list of items includes: Word document, Excel workbook, PowerPoint presentation, OneNote notebook, Forms for Excel, Visio drawing, and Link. The 'Modified' column is sorted, showing dates from September 1, 2020, to September 2, 2020.

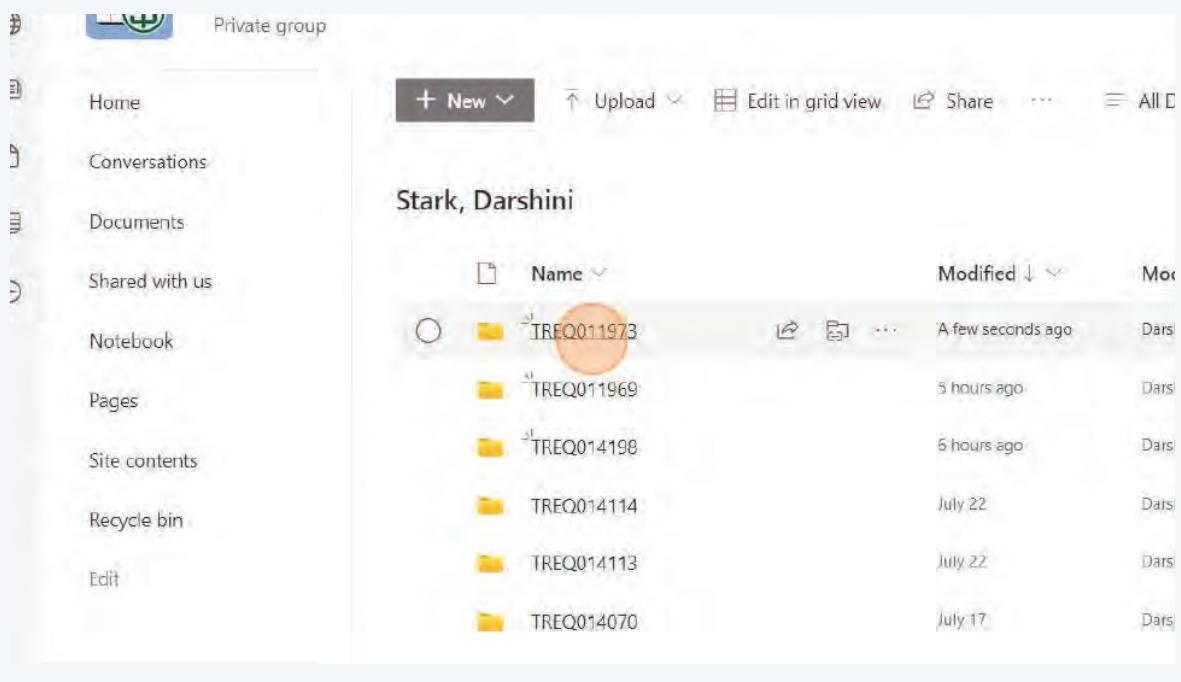
15 Paste the TREQ number in the "Name" field and press "Create"



The screenshot shows a 'New folder' dialog box. The 'Name' field contains the text 'TREQ011973'. Below it, a 'Folder color' section shows a grid of 16 color swatches. At the bottom of the dialog are two buttons: 'Create' (highlighted with an orange circle) and 'Cancel'. In the background, a list of existing folders is visible, each with a name, modified date, and 'Modified By' column showing 'Darshini Stark'.

Name	Modified	Modified By	Review
TREQ000116	September 2, 2020	Darshini Stark	
TREQ000117	September 2, 2020	Darshini Stark	
TREQ000143	September 9, 2020	Darshini Stark	
TREQ000238	September 21, 2020	Darshini Stark	

16 Open the corresponding TREQ folder

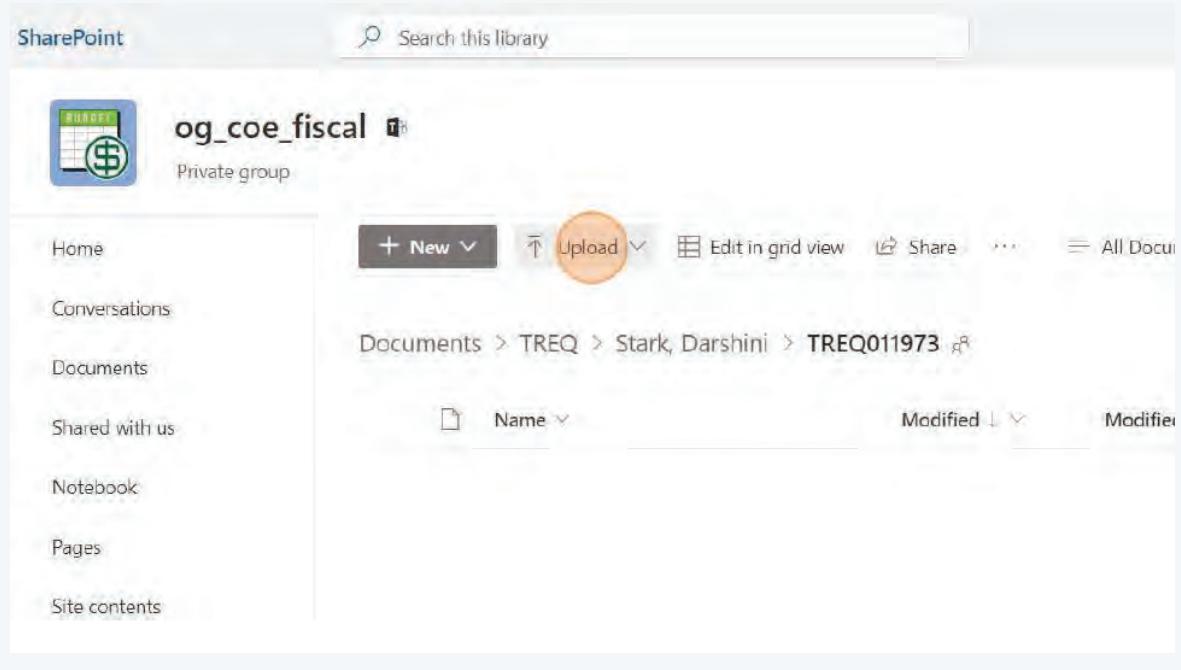


The screenshot shows a SharePoint 'Private group' page. The left navigation bar includes Home, Conversations, Documents, Shared with us, Notebook, Pages, Site contents, Recycle bin, and Edit. The main content area is titled 'Stark, Darshini' and displays a list of files. The list is sorted by Name (A-Z) and Modified (newest first). The files are as follows:

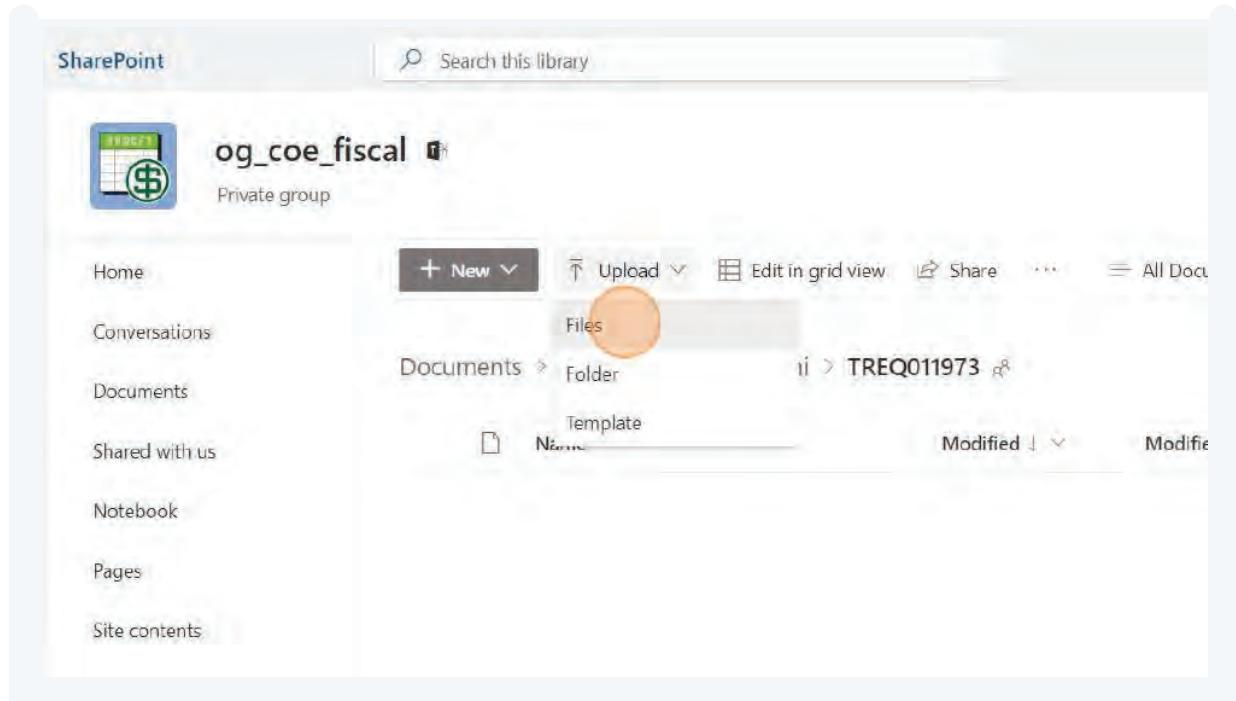
Name	Modified	Owner
TREQ011973	A few seconds ago	Darsi
TREQ011969	5 hours ago	Darsi
TREQ014198	5 hours ago	Darsi
TREQ014114	July 22	Darsi
TREQ014113	July 22	Darsi
TREQ014070	July 17	Darsi

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.



The screenshot shows a SharePoint 'Private group' page for the 'og_coe_fiscal' group. The left navigation bar includes Home, Conversations, Documents, Shared with us, Notebook, Pages, and Site contents. The main content area shows the navigation path: Documents > TREQ > Stark, Darshini > TREQ011973. The 'Upload' button is highlighted with a yellow circle. The file list is sorted by Name (A-Z) and Modified (newest first), showing the same files as the previous screenshot.



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

Create folder in OneDrive named

TREQ011973

Copy

Done Uploading

• Conference agendas
• Invoice to be paid

OneDrive

To make managing files easier for you and the 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 and Orders.

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

Project Folder Name

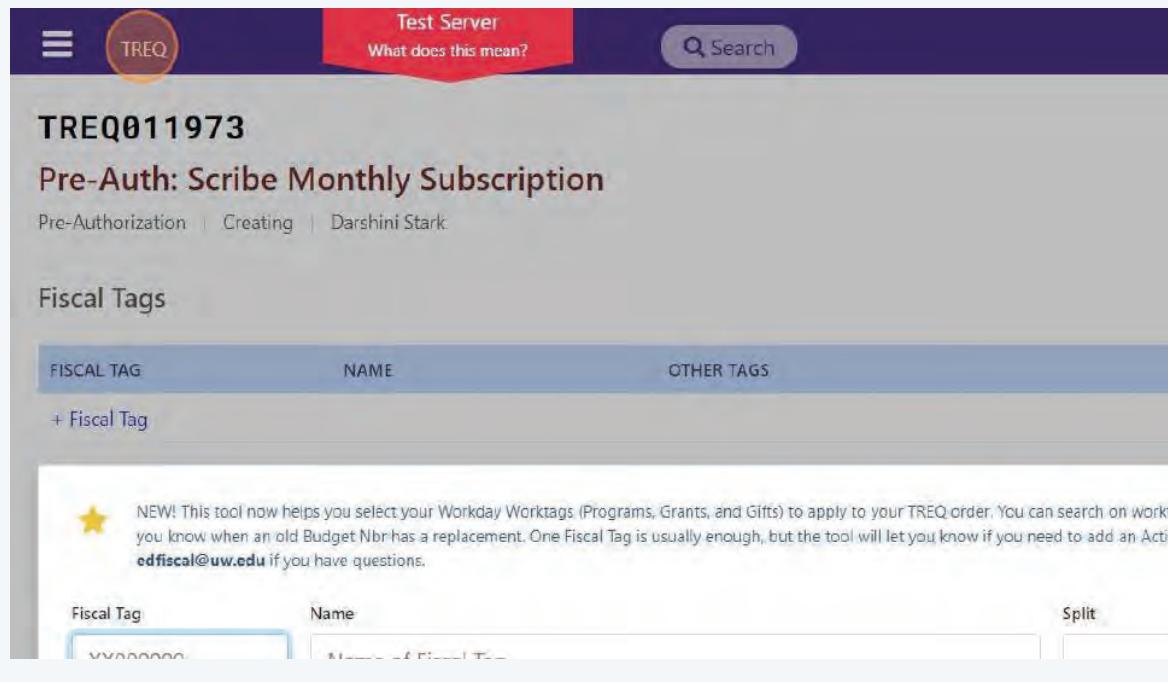
Your budget manager will give you instructions for attachments in OneDrive. Generally they want project, using the Project Number as the folder name. It should look like "TREQ001234".

These folder names are just suggestions. It is OneDrive. If your project has its own organization

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.



TREQ011973

Pre-Auth: Scribe Monthly Subscription

Pre-Authorization | Creating | Darshini Stark

Fiscal Tags

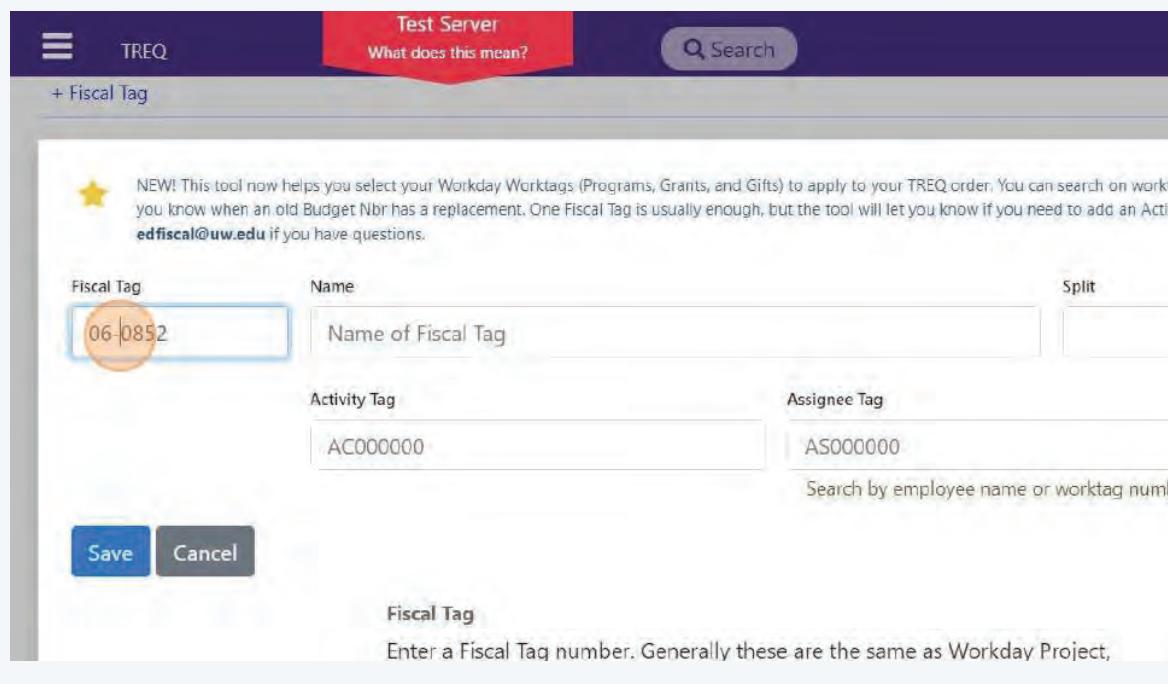
FISCAL TAG	NAME	OTHER TAGS
+ Fiscal Tag		

NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on worktags 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 Active edfiscal@uw.edu if you have questions.

Fiscal Tag: 00000000

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?

+ Fiscal Tag

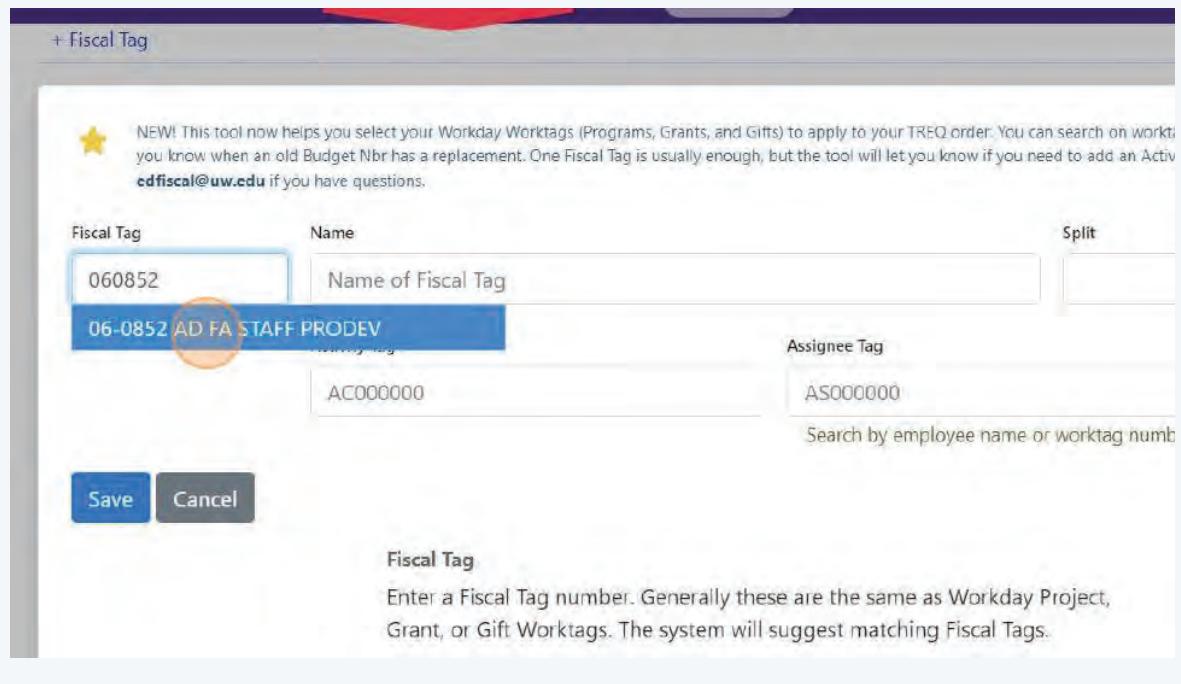
NEW! This tool now helps you select your Workday Worktags (Programs, Grants, and Gifts) to apply to your TREQ order. You can search on worktags you know when an old Budget Nbr has a replacement. One Fiscal Tag is usually enough, but the tool will let you know if you need to add an Active edfiscal@uw.edu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

Fiscal Tag: 06-0852	Name: Name of Fiscal Tag	Split
Activity Tag: AC000000	Assignee Tag: AS000000	Search by employee name or worktag number

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

Save Cancel

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 to 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. edfiscal@uw.edu if you have questions.

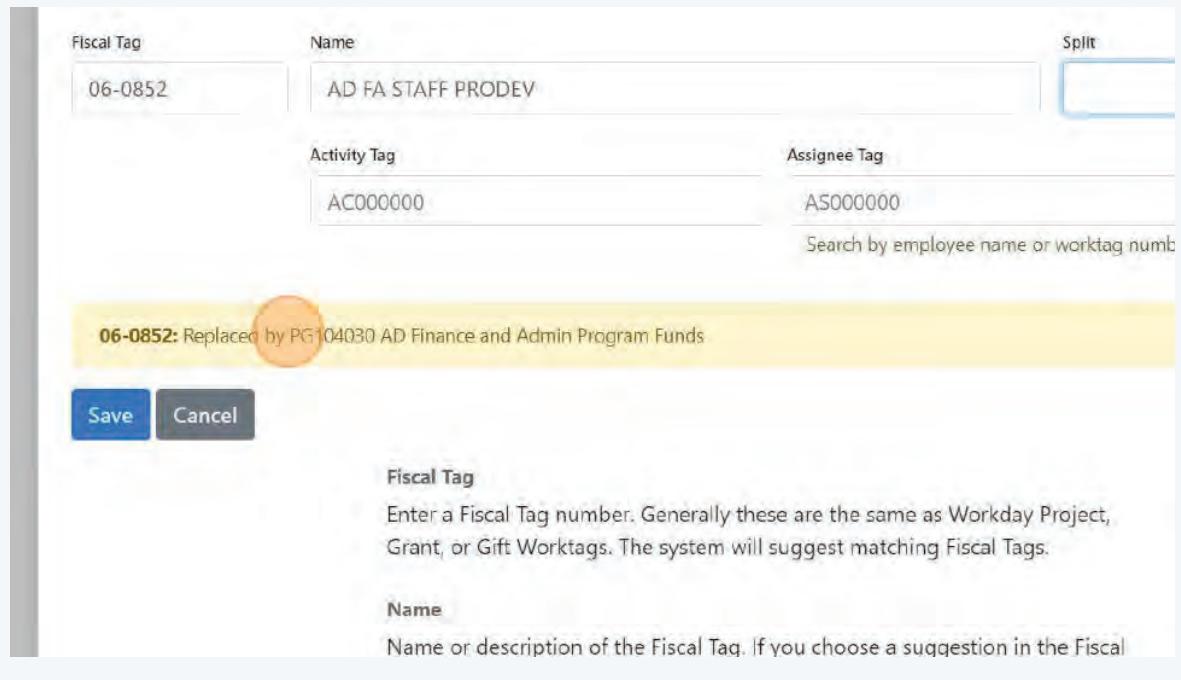
Fiscal Tag	Name	Split
060852	Name of Fiscal Tag	
06-0852 AD FA STAFF PRODEV		
	Assignee Tag	
	AS000000	

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.

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.

Test Server
What does this mean?

+ Fiscal Tag

Fiscal Tag: 06-0852

Name: AD FA STAFF PRODEV

Activity Tag: AC000000

Assignee Tag: AS000000

Search by employee name or worktag number

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

Save Cancel

24 Click the new Worktag and name that pop up.

+ Fiscal Tag

Fiscal Tag: PG104030

Name: AD FA STAFF PRODEV

Activity Tag: AC000000

Assignee Tag: AS000000

Search by employee name or worktag number

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

Save Cancel

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 Name Split

PG104030 AD Finance and Admin Program Funds

Activity Tag Assignee Tag

AC000000 AS000000

Search by employee name or worktag num:

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	

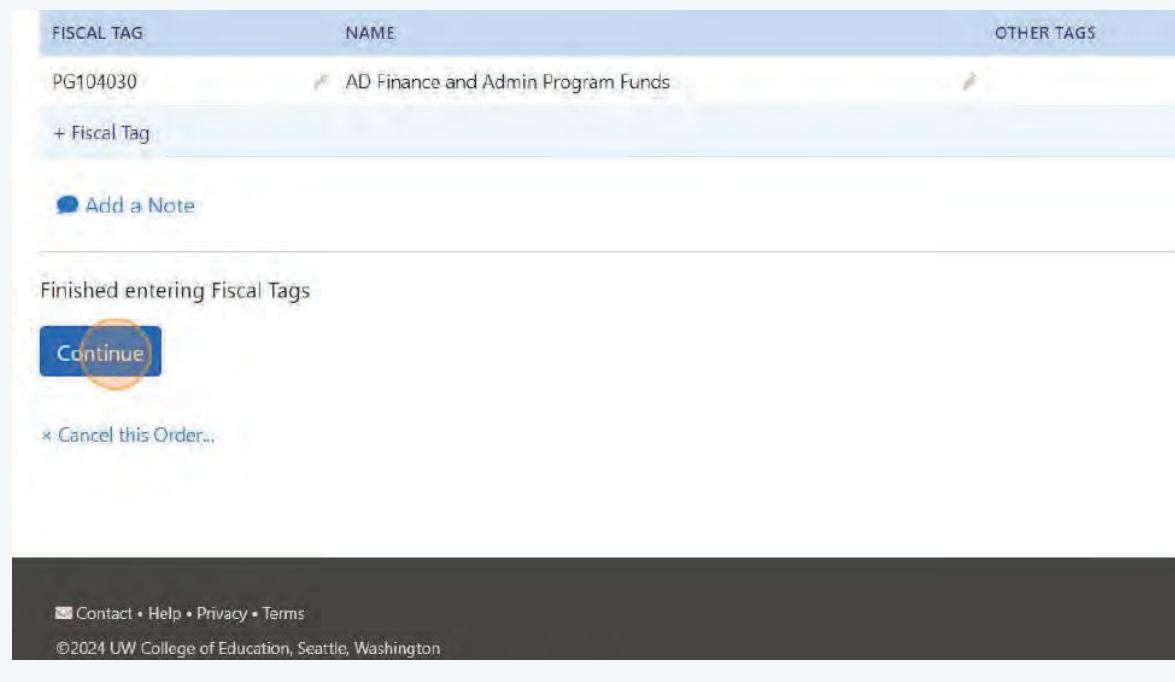
Finished entering Fiscal Tags.

[Continue](#)

[Cancel this Order...](#)

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)
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26 Click "Continue"



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

+ Fiscal Tag

[Add a Note](#)

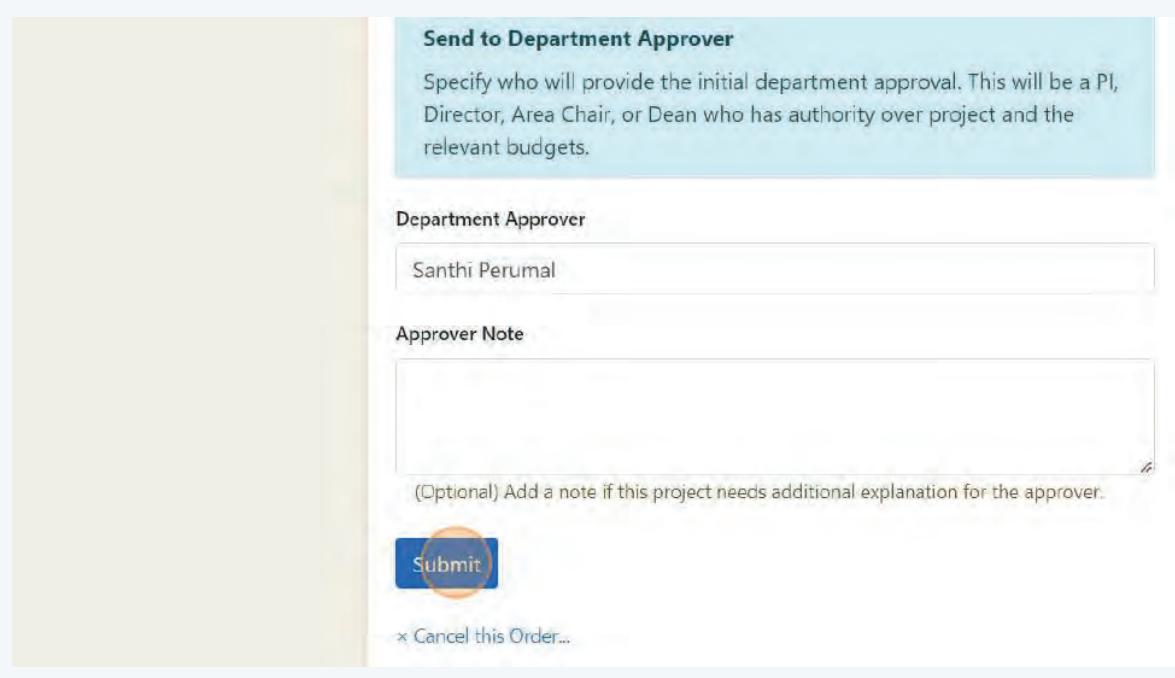
Finished entering Fiscal Tags

Continue

[Cancel this Order...](#)

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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

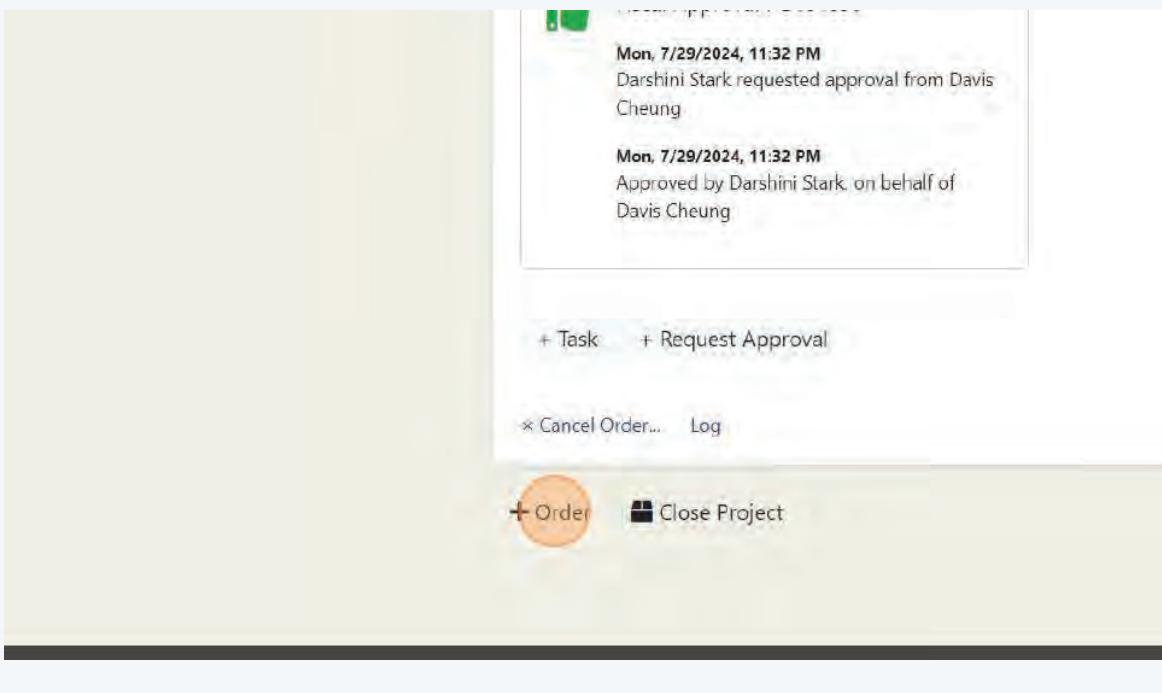
(Optional) Add a note if this project needs additional explanation for the approver.

Submit

[Cancel this Order...](#)

Adding the "Make a Purchase"

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



29 Select "Make a Purchase"

TREQ What does this mean? Search

Open OneDrive Folder OneDrive Folder

Project Folder Name: TREQ011973

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](#)

Travel Pre-Authorization

Travel Reimbursement

Other Pre-Authorization

Other Reimbursement

Make a Purchase

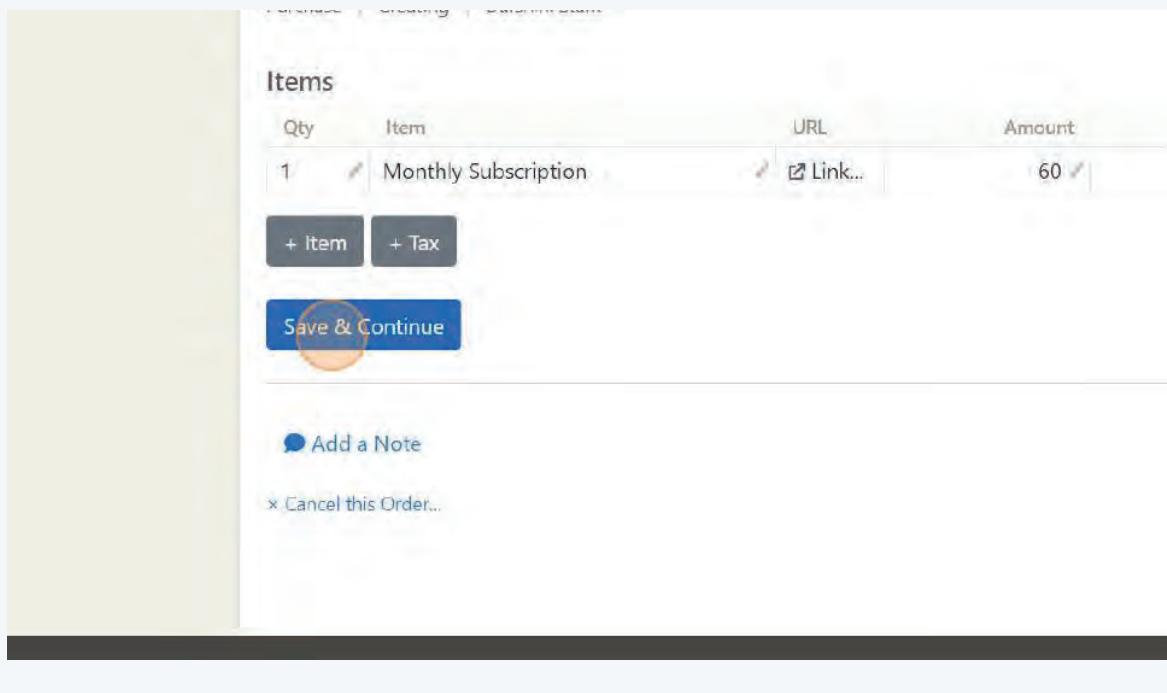
Pay an Invoice

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.

If the new order is not in the same project (it has a different business purpose), it will be related to a different project.

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

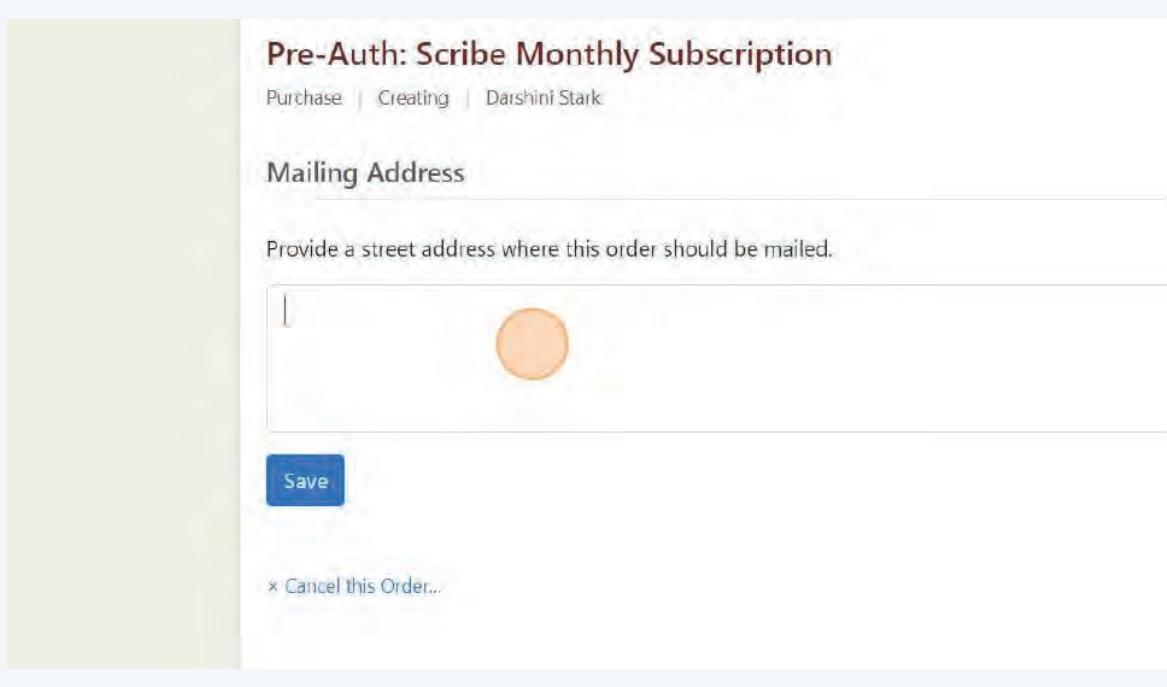


The screenshot shows a software interface for managing an order. At the top, there are tabs for 'Dashboard', 'Orders', 'Products', and 'Inventory'. Below the tabs, a table titled 'Items' is displayed with the following data:

Qty	Item	URL	Amount
1	Monthly Subscription	<input type="checkbox"/> Link...	60

Below the table are two buttons: '+ Item' and '+ Tax'. A large blue button labeled 'Save & Continue' is prominently displayed. To the left of the table, there is a 'Note' icon with the text 'Add a Note' and a 'Cancel' link with the text 'Cancel this Order...'. The entire interface is set against a light gray background with a dark gray footer bar.

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



The screenshot shows a software interface for a specific order. At the top, the title 'Pre-Auth: Scribe Monthly Subscription' is displayed, along with 'Purchase | Creating | Darshini Stark'. Below the title, the section 'Mailing Address' is shown with the instruction 'Provide a street address where this order should be mailed.' A text input field is present for entering the address, with a blue 'Save' button below it. A 'Cancel' link is also visible. The interface has a light gray background with a dark gray footer bar.

Provide a street address where this order should be mailed.

Provide if applicable, otherwise put NA

Save

Cancel this Order...

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32 Click "Save"

Mailing Address

Provide a street address where this order should be mailed.

Provide if applicable, otherwise put NA

Save

Cancel this Order...

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

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

OneDrive

To make managing files easier for you and the 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 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 what attachments in OneDrive. Generally they want a project, using the Project Number as the folder name, look like "TREQ001234".

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

34 Review the fiscal tags and 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...

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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

Change Project

Project Owner: Darshini Stark

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

Items

Change Items

ITEM	AMOUNT
Monthly Subscription	\$60.00

Total: \$60.00

Monthly Subscription

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

Department Pre-Auth

Mon, 7/29/2024, 11:32 PM
Darshini Stark requested approval from Santhi Perumal
Department Approval was provided on pre-authorization for this project

Mon, 7/29/2024, 11:32 PM
Approved by Darshini Stark, on behalf of Santhi Perumal

Submit

« Cancel This Order...»

[Contact](#) • [Help](#) • [Privacy](#) • [Terms](#)
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36 And you're done! Yay!