TREQ User Guide: Other Pre-Authorization

Other Pre-Authorization is used for pre-approvals on internal charges, reoccurring orders, events, regulated expenses, etc. If you have any questions, please email efast@uw.edu

Step 1: Enter Order Details
- Enter a short title
- Enter the Business Purpose: The explanation of how this purchase was used for UW business and the benefit to a grant (if applicable)
- If requesting a food purchase, select “Food will be purchased as part of this project”

Step 2: Item Details
- Select “+ Item”
- Enter item details: Qty, description, Amount
  - You can group like items together in a single line item
  - TREQ will auto calculate quantity multiplied by amount for a line total
  - Optional: Add a URL to directly link

Step 3: Upload Supporting Documents
- Click on the grey “Copy” button to copy the unique TREQ Number
- Click on “Open OneDrive Folder”
- In the new tab, create a new folder with the title of the unique TREQ Number
- Upload applicable files in the new TREQ folder
  - You may not have any
  - If food related, please include applicable support: food form, list of invitees/attendees, meeting agenda
- When done, go back to TREQ tab and click “Done Uploading”

Step 4: Enter Budget Information
- Type is the applicable budget number or name; select correct budget
- You can split the cost among other budgets by selecting the split type and adding other budgets by clicking “+ Budget”

Step 5: Review and Submit
- On the final page, review the information you have entered and submit – department approvers will automatically populate based on the budget information entered.
- If the approver is blank or incorrect, you can change to another College of the Environment personnel
- If a department approver is blank, TREQ will route to eFAST for further assistance