**TREQ USER GUIDE: PAY AN INVOICE**

Pay an Invoice is used when an invoice without prior pre-approval needs payment. *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**”
- Add in item details: Quantity, Item 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 new folder: Invoices or you may not have an invoice to upload
- If food related, please include applicable supporting documents: 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 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