TREQ: Adding + Order to Pre-Auth

This guide provides a step-by-step process for adding an order to a pre-authorization in the TREQ system.

1 Navigate to **https://educ.uw.edu/treq/**

2 On the TREQ Project, scroll down and press "+ Order"

3 Choose the type of order you'd like to add. Use "Pay an Invoice" if you have an invoice to be paid. Choose "Make a Purchase" if you'd like us to make the purchase and there isn't an invoice (i.e. ordering something from a vendor).

4 It will take you back to the meal type. You don't need to add this again. Just press "Cancel".

5 Click "Save & Continue"

Food

Meal Type	Event Date

+ Food

Save & Continue

💬 Add a Note

× Cancel this Order...
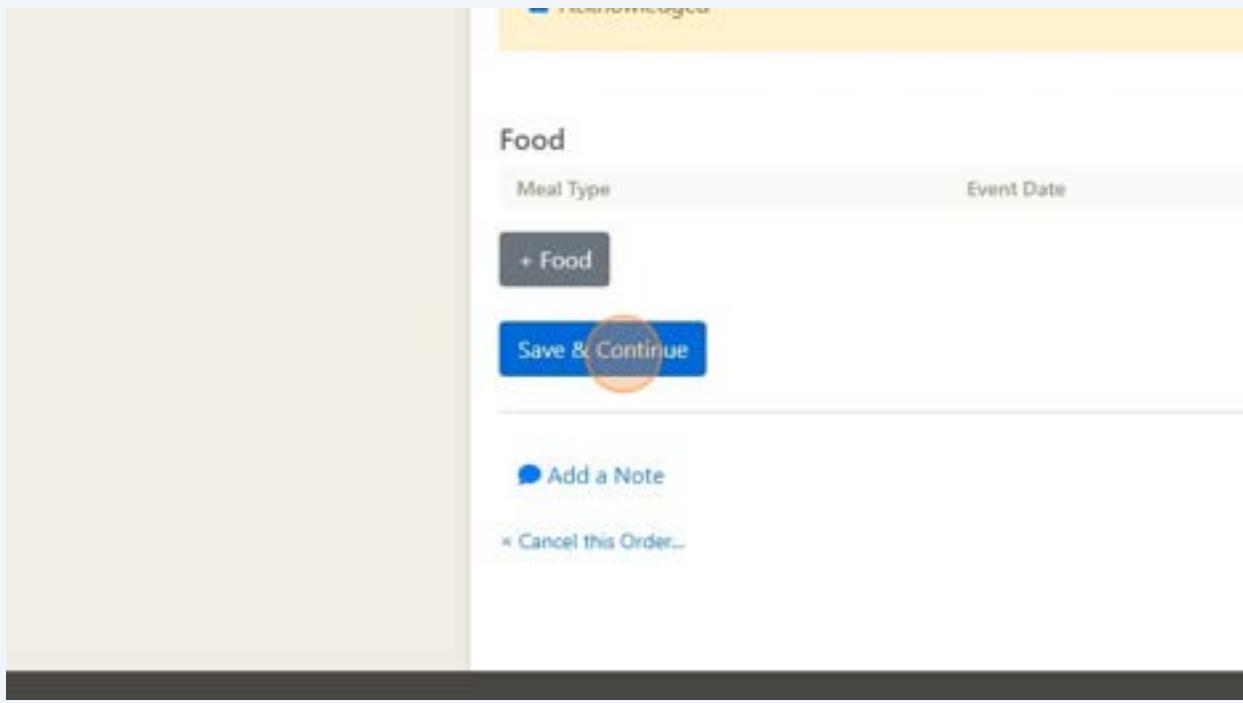
6 It will auto popualte all the items from the Pre-Auth. If you are making the "Pay an Invoice" just for the space rental, then remove the other two line items.

TREQ011996

Pre-Auth: Example Event TREQ

Pay Invoice | Creating | Darshini Stark

🌐 Food purchase   Food Policy acknowledged by Darshini Stark on Wed, Dec

Items

Qty		Item		URL	
1	✏️	Light Refreshments (2025-03-20)	✏️		
1	✏️	Space Rental	✏️		
1	✏️	Supplies	✏️		

+ Item   + Tax

Save & Continue
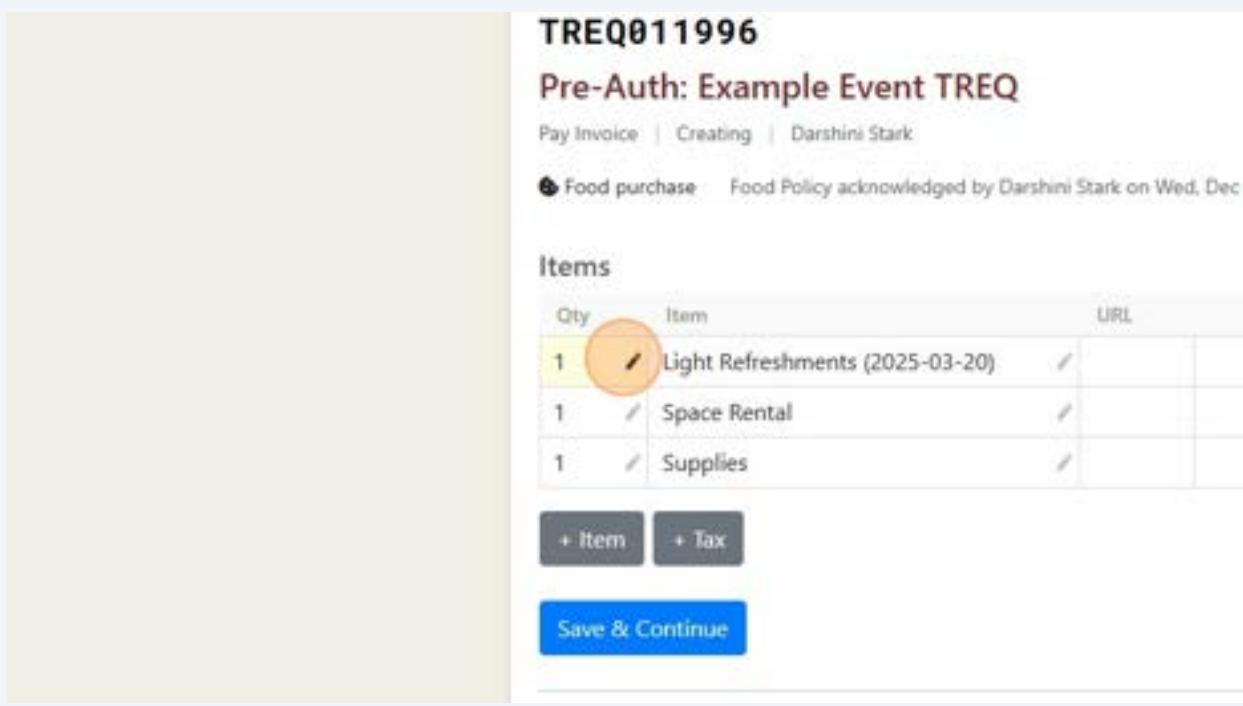
7 Open the line item you wish to delete, then press "Delete".

Qty	Item	Amo
1	Light Refreshments (2025-03-20)	20

URL

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

Save | Delete | Cancel

Save & Continue

💬 Add a Note

8 Repeat!

Pay Invoice | Creating | Darshini Stark

🍴 Food purchase   Food Policy acknowledged by Darshini Stark on Wed, D

Items

Qty		Item		URL
~~1~~	✏	~~Light Refreshments (2025-03-20)~~	✏	
1	✏	Space Rental	✏	
1	✏	Supplies	✏	

+ Item | + Tax

Save & Continue

💬 Add a Note

Qty	Item	Amoun
1	Supplies	300

URL

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

Save **Delete** **Cancel**

Save & Continue
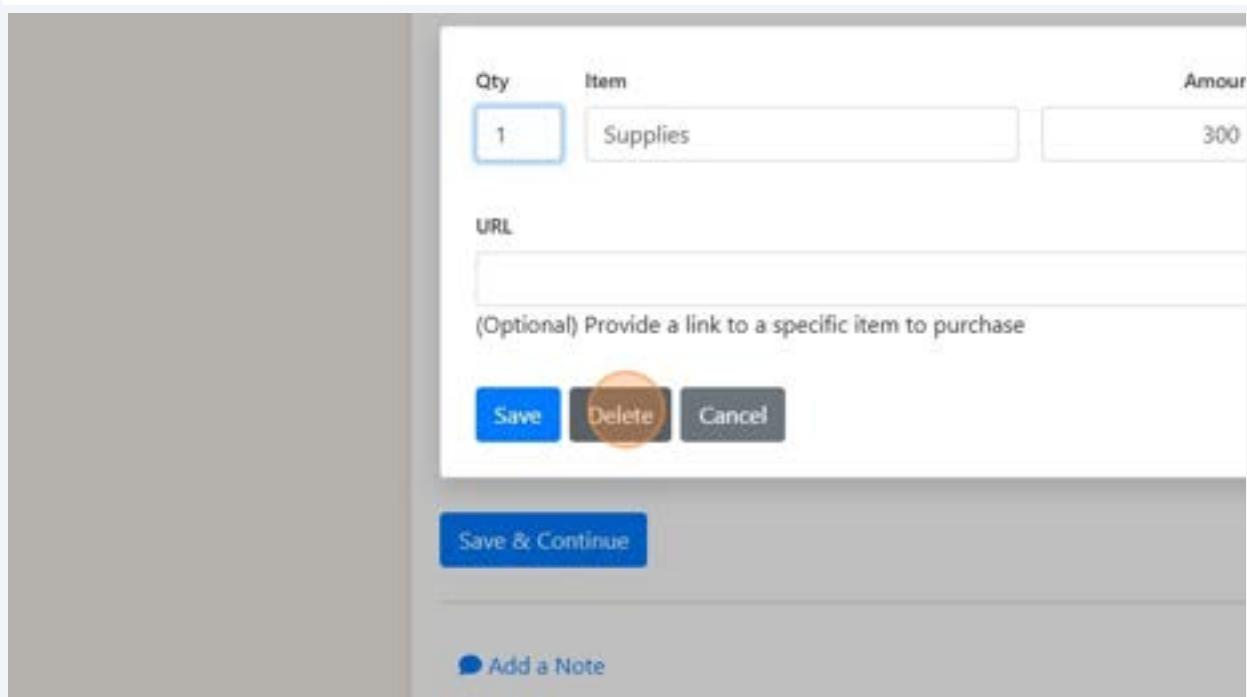
💬 Add a Note

9 Click "Save & Continue"

Qty		Item		URL	
~~1~~	✎	~~Light Refreshments (2025-03-20)~~	✎		
1	✎	Space Rental	✎		
~~1~~	✎	~~Supplies~~	✎		

+ Item   + Tax

Save & Continue

💬 Add a Note

× Cancel this Order...
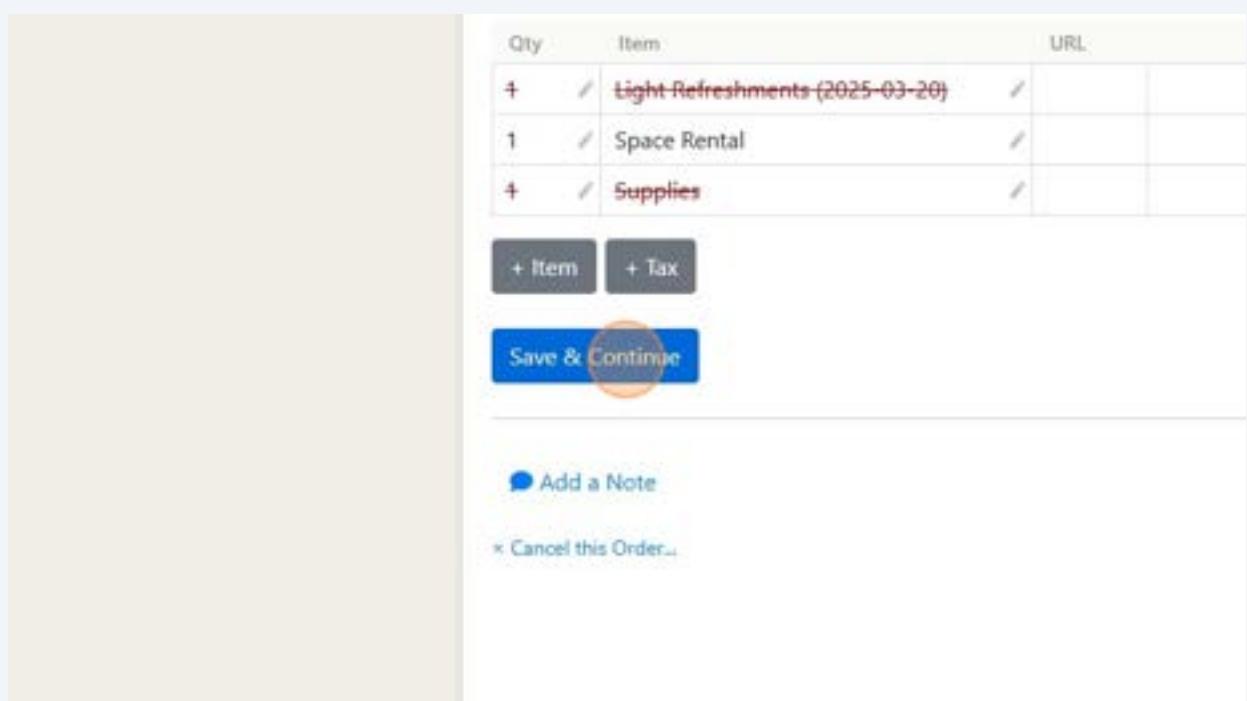
10 Upload your relevent documents to the corresponding TREQ folder in SharePoint, then press "Done Uploading".
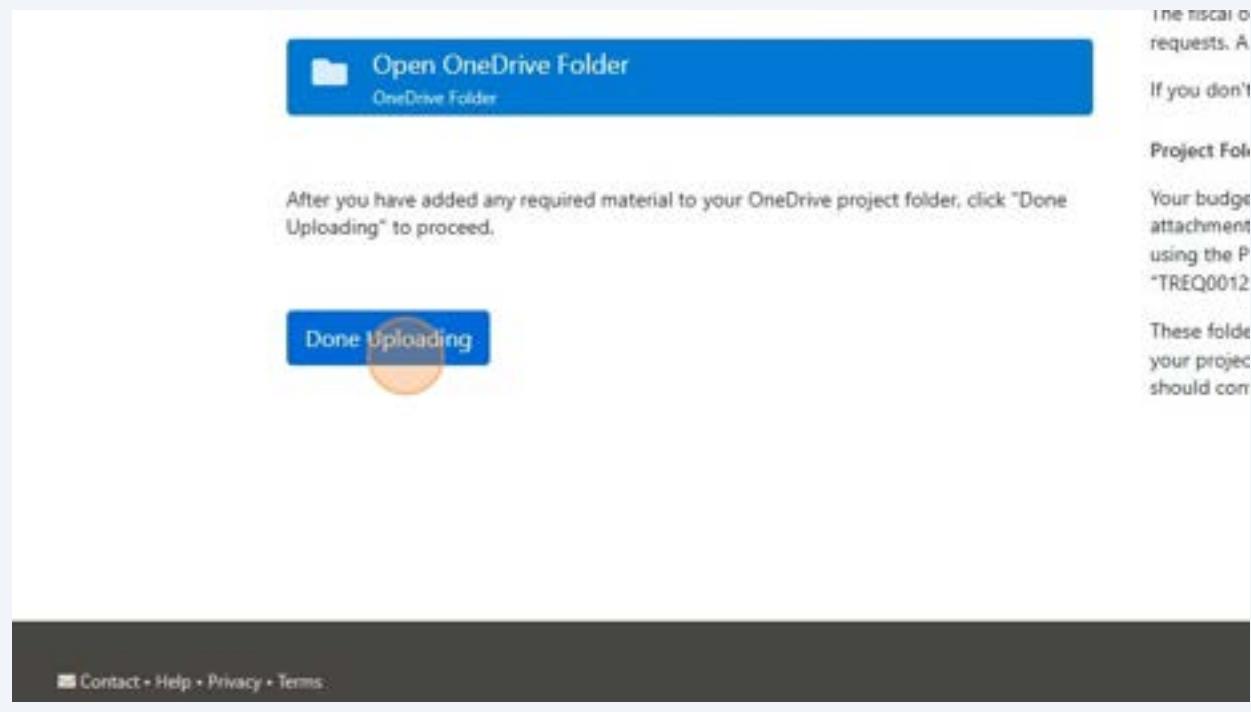
11 If you don't have any changes to the funding, press "Continue"
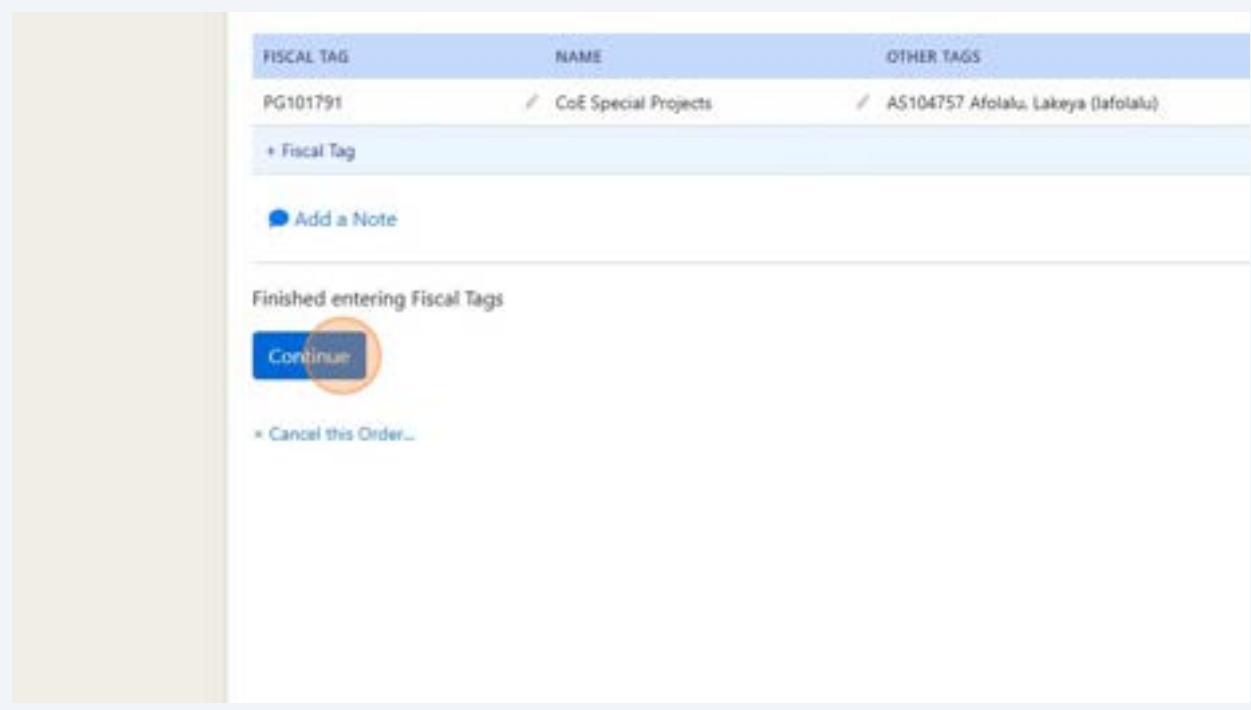
12 After reviewing the order, press "Submit"!