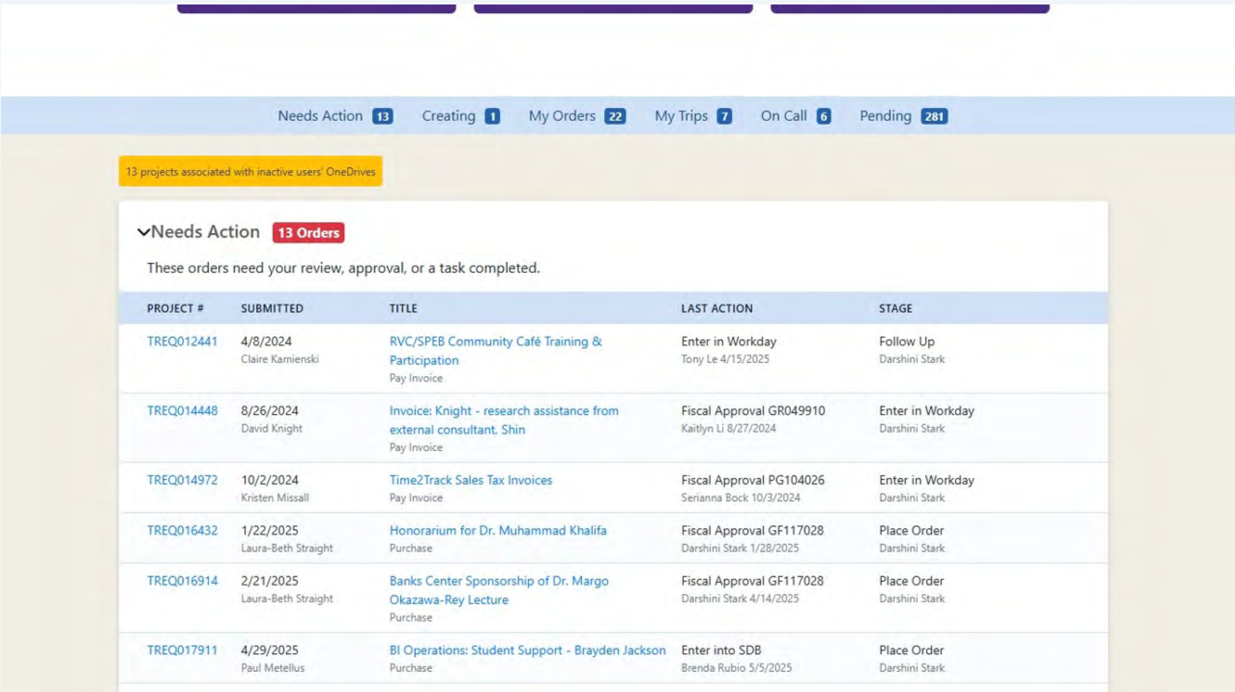
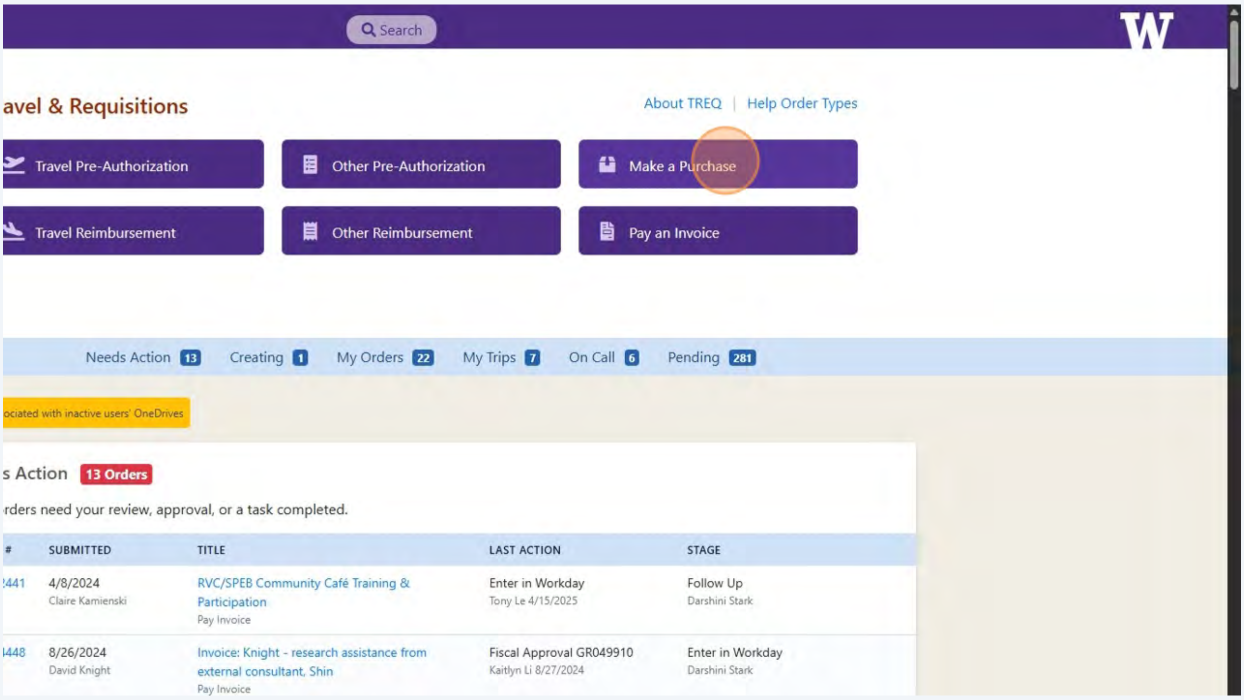
TREQ: Submitting a Purchase Request

This guide walks you through how to submit a TREQ request for a purchase to be made by the finance office.

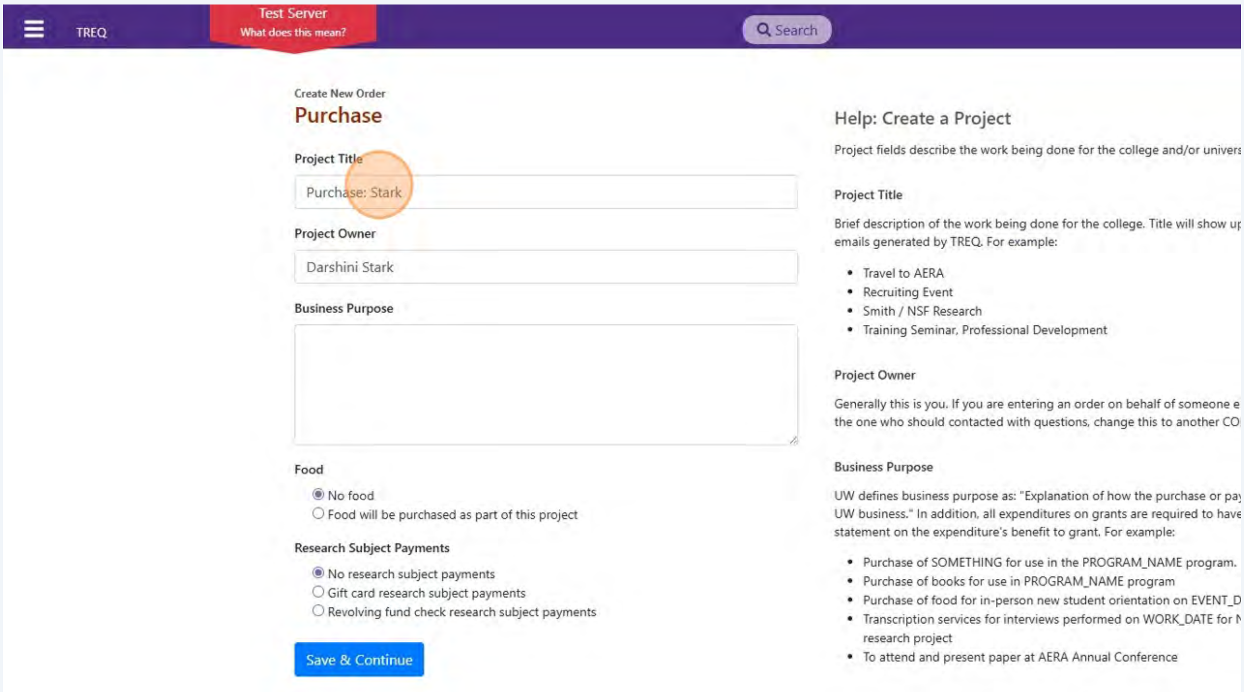
1 Navigate to https://educ.uw.edu/treq/



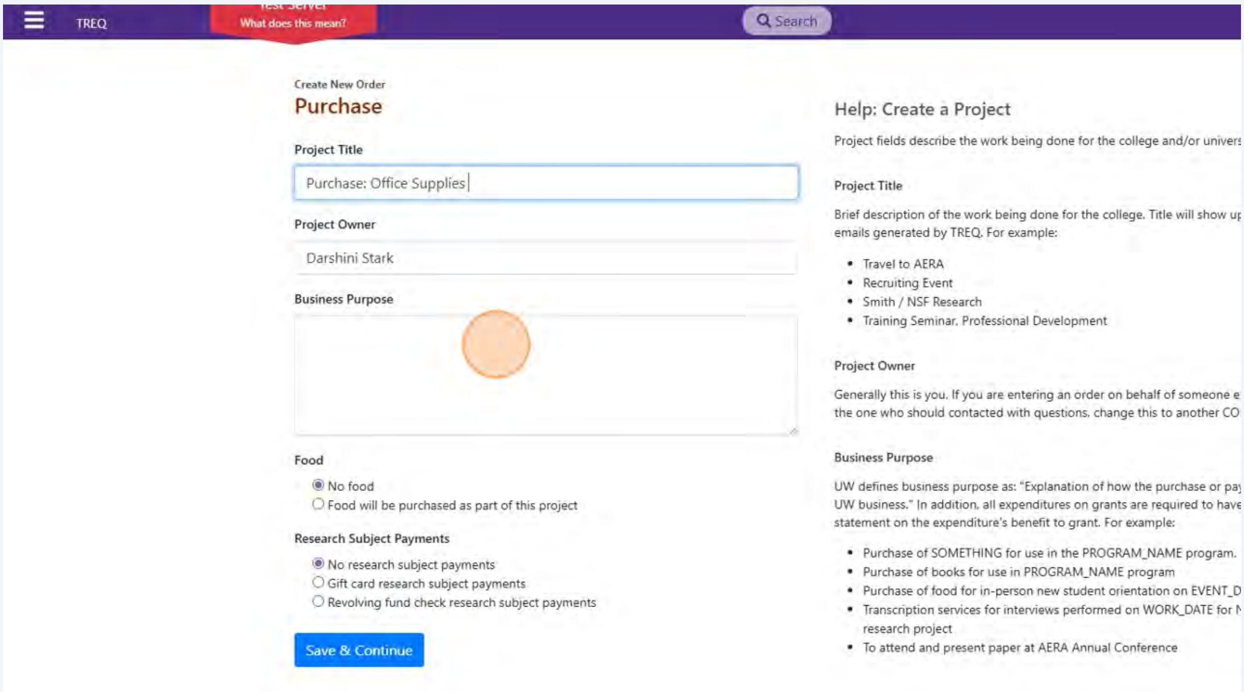
2 Click "Make a Purchase"



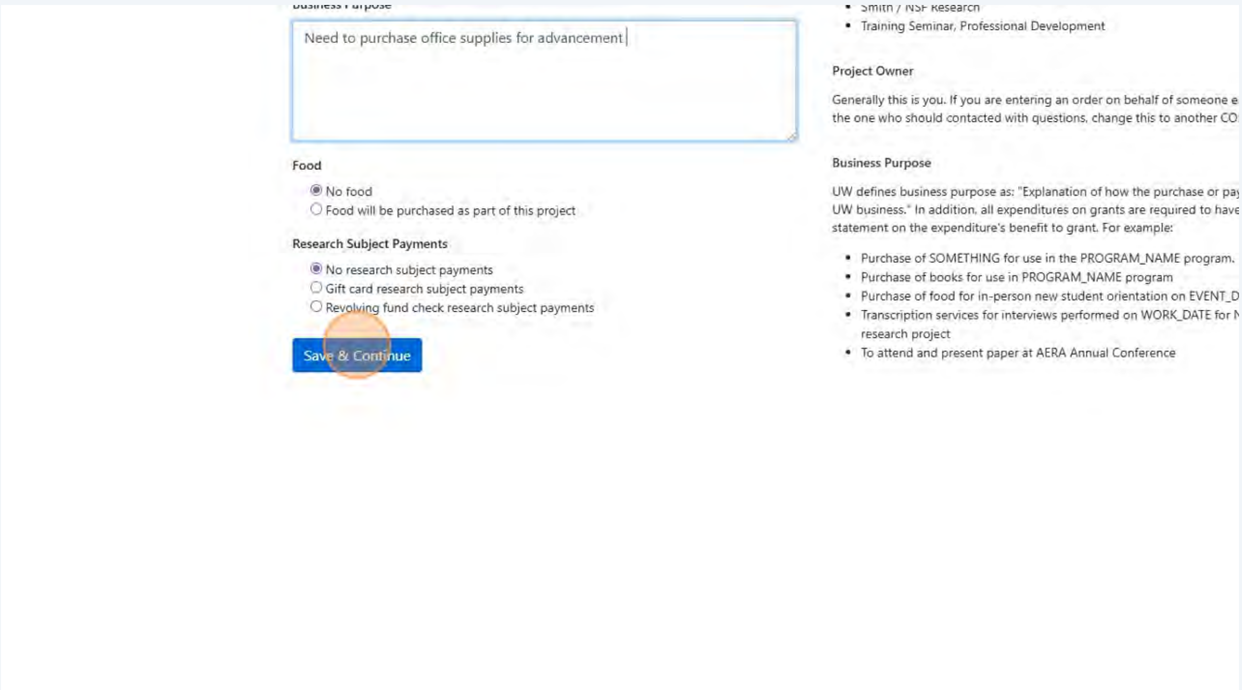
3 Update the "Project Title" field. Include helpful identifying words for later searches.



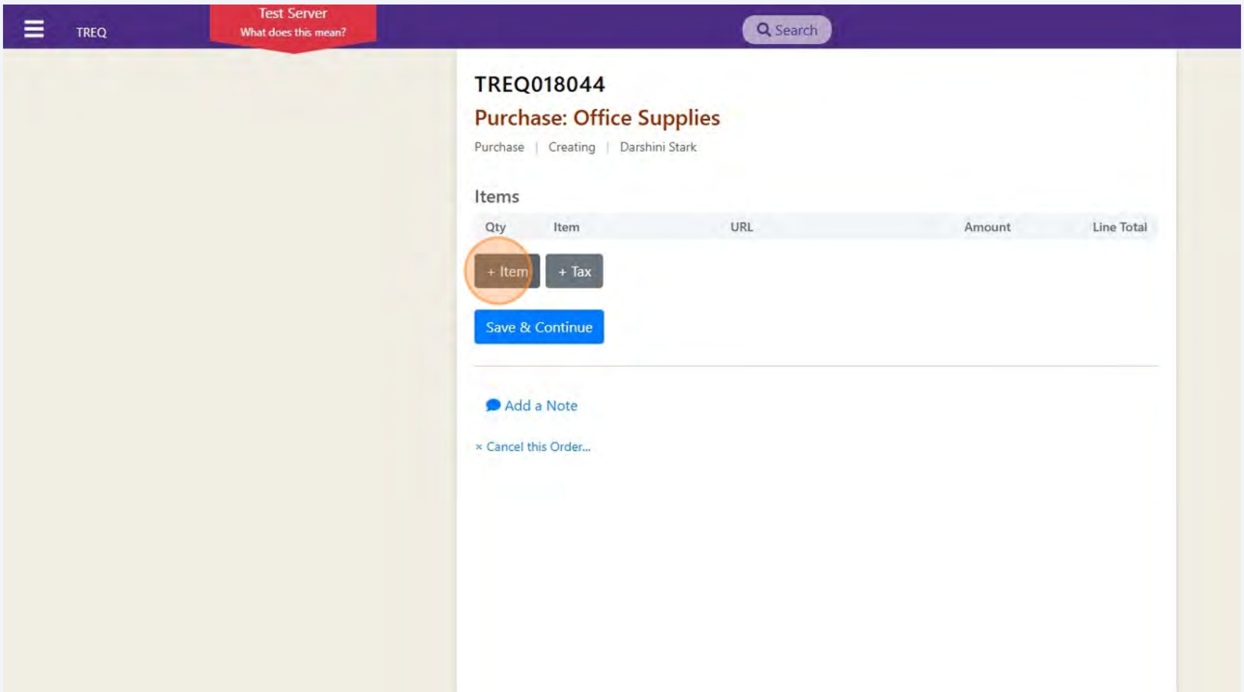
4 Update the "Business Purpose" field.



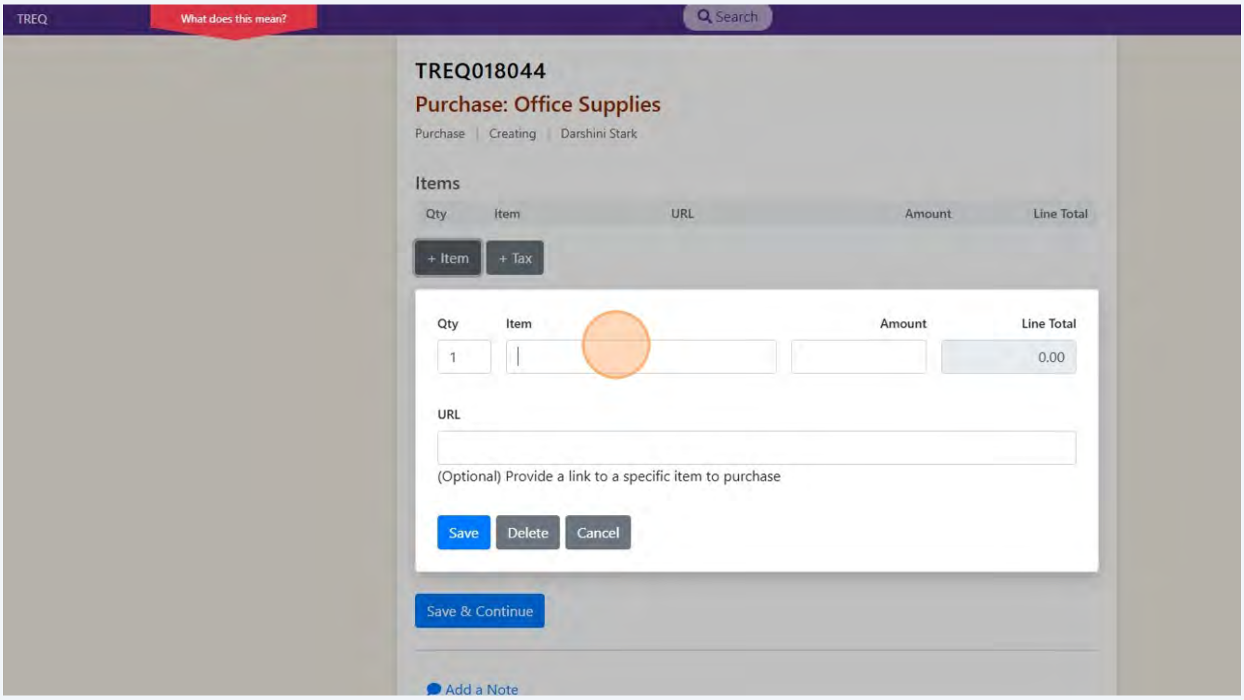
5 Click "Save & Continue"



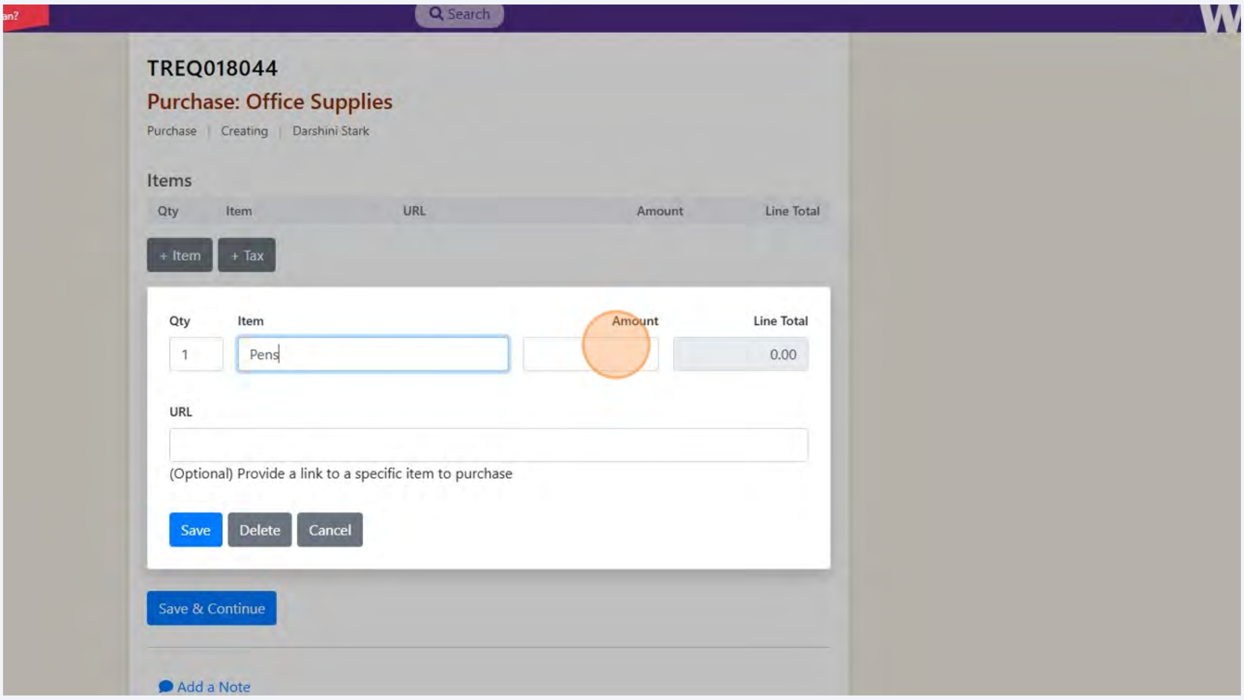
6 Click "+ Item" to add a line item for the invoice



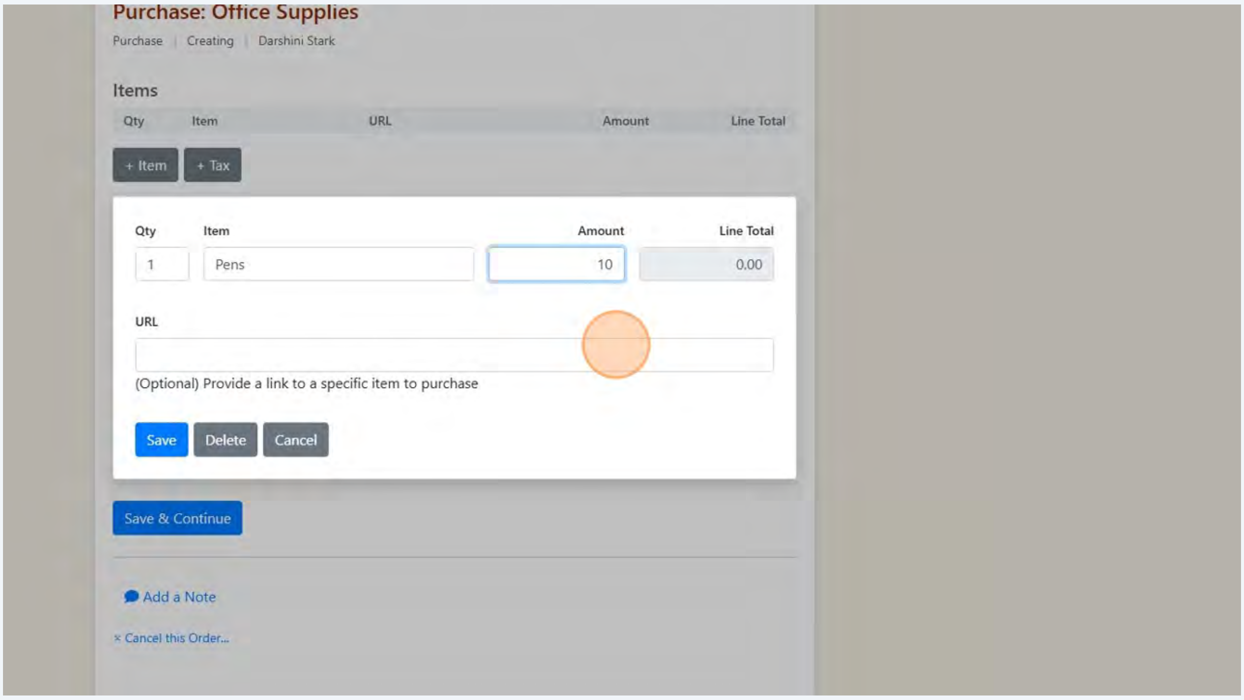
7 Update the "Item" field with what needs to be purchased.



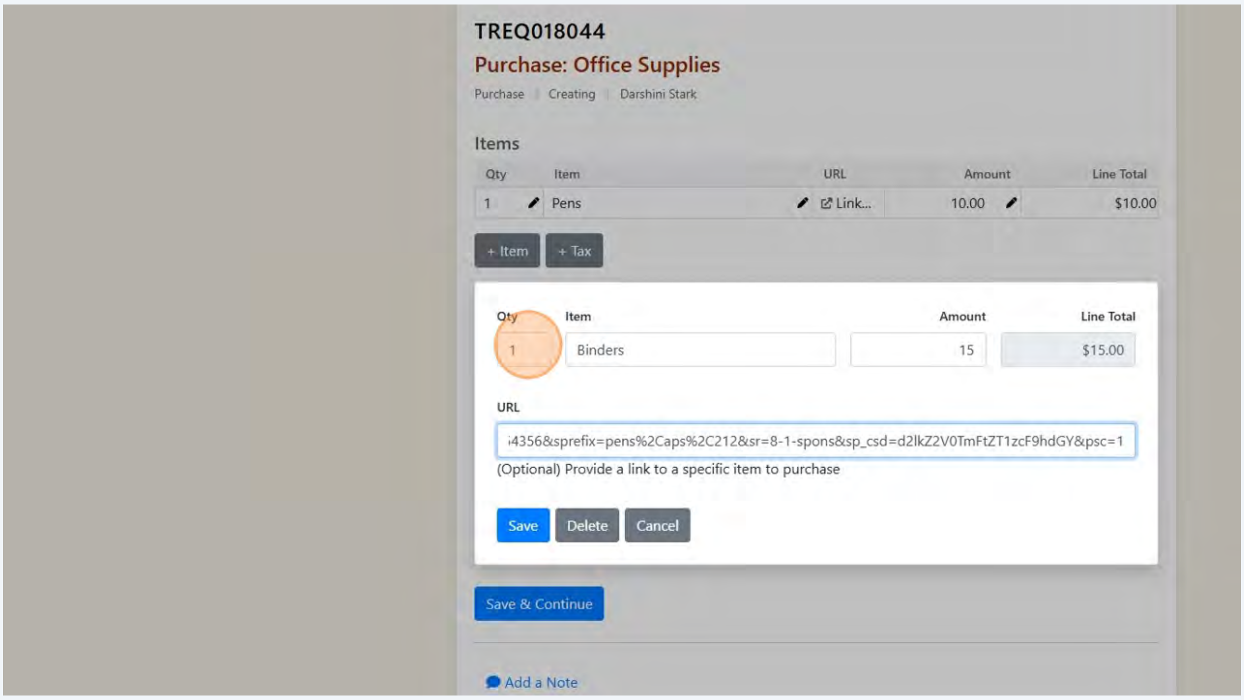
8 Update "Amount" field with the per item cost



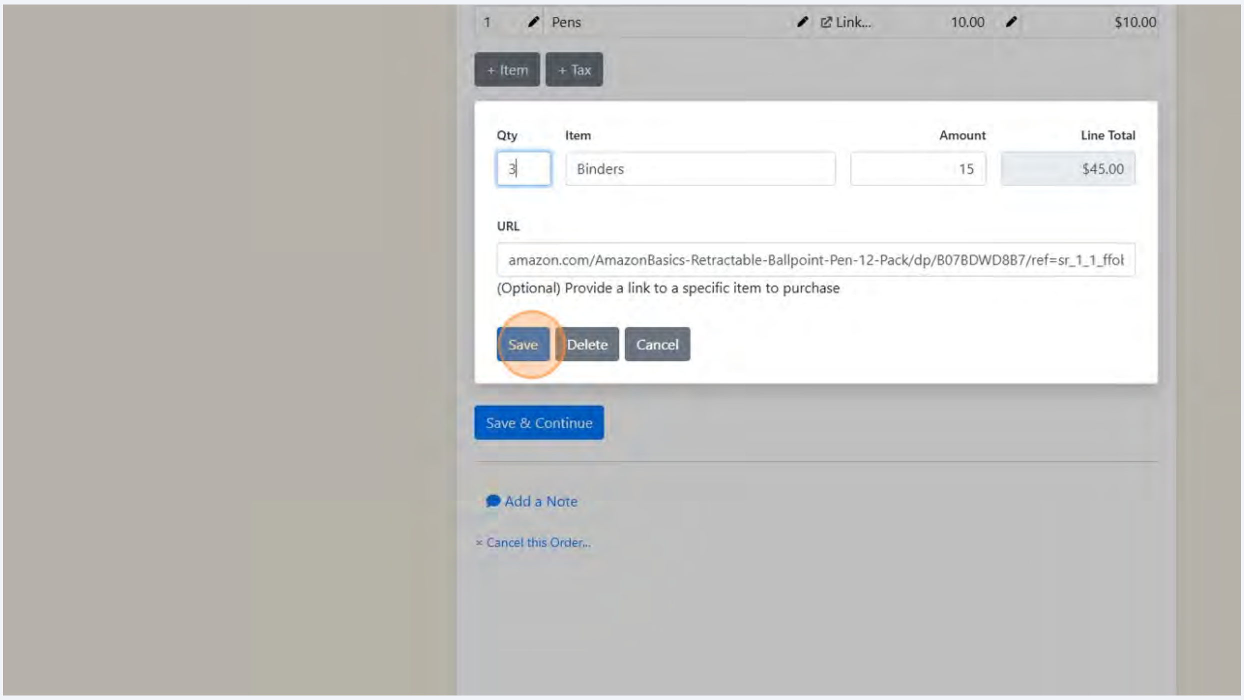
9 If there is a specific item being requested, add a link in the URL field.



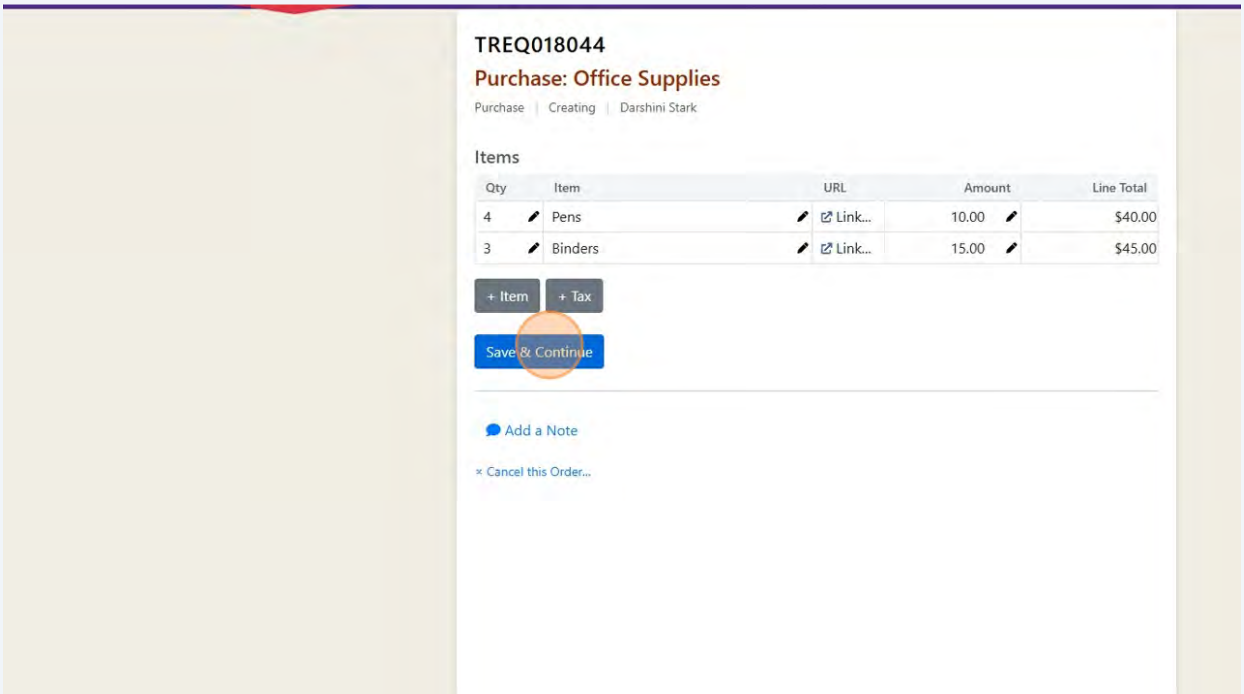
10 Update the "Qty" field with the amount of that item to purchase. It will calculate the Line Item total



11 Click "Save"

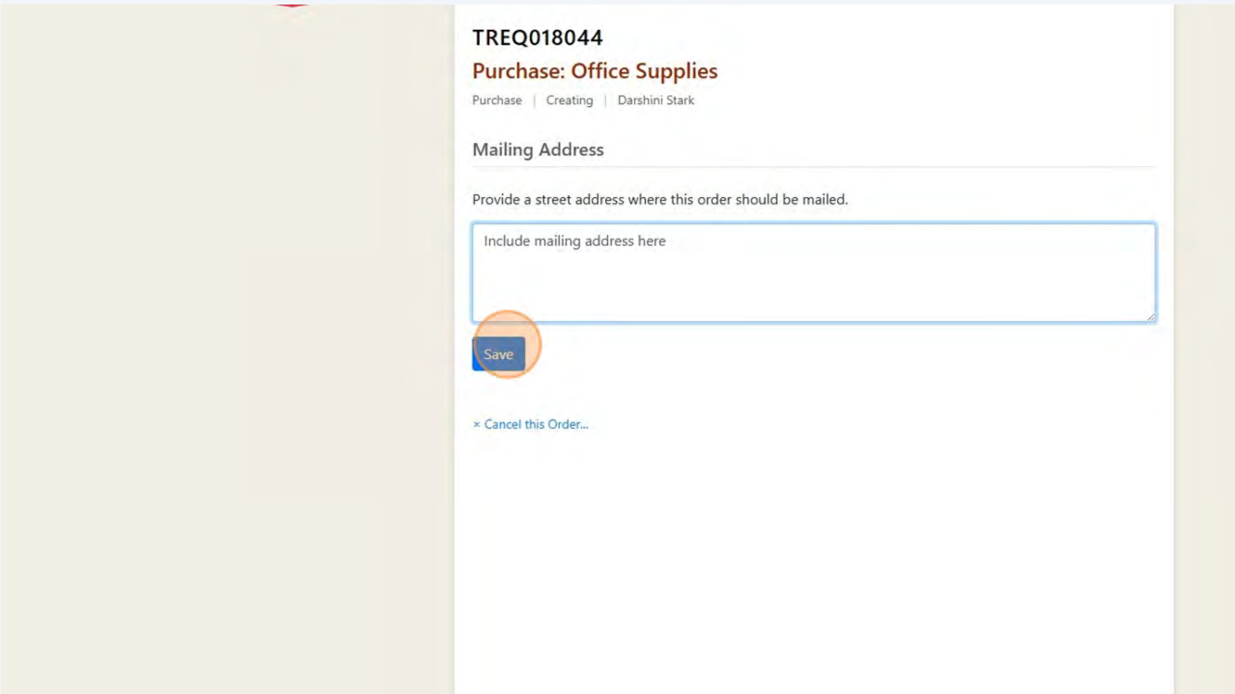


12 Click "Save & Continue"

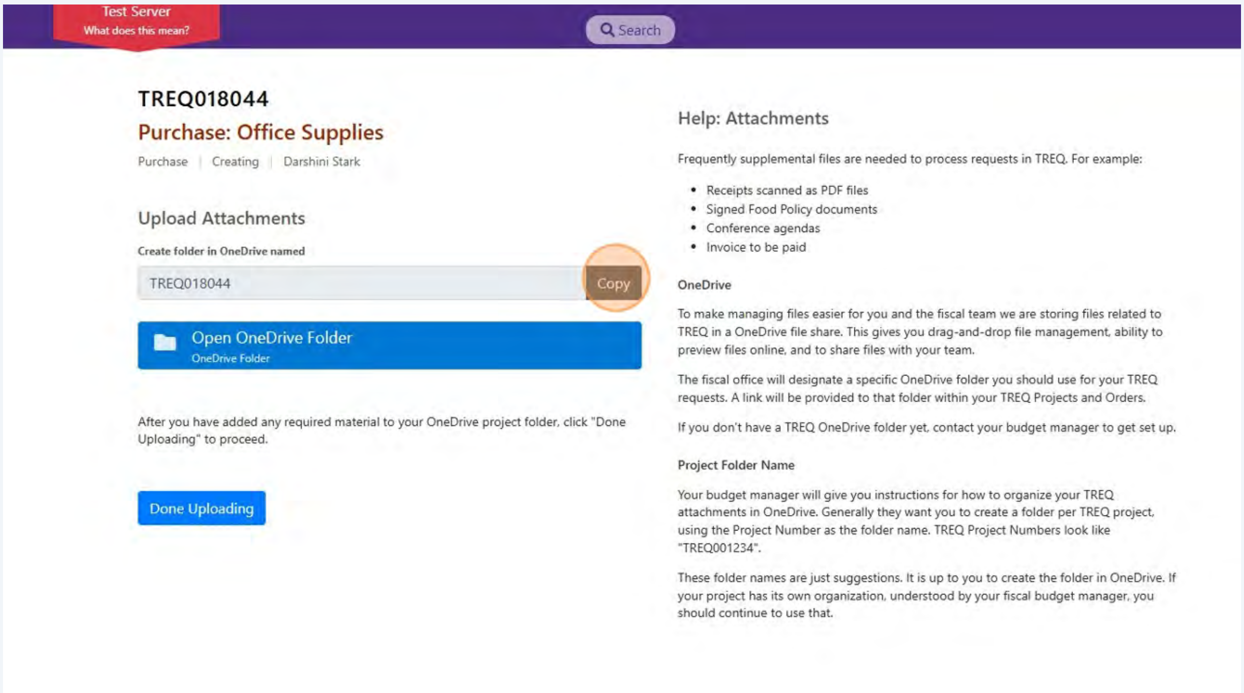


Please note that items must be delivered to a UW business address

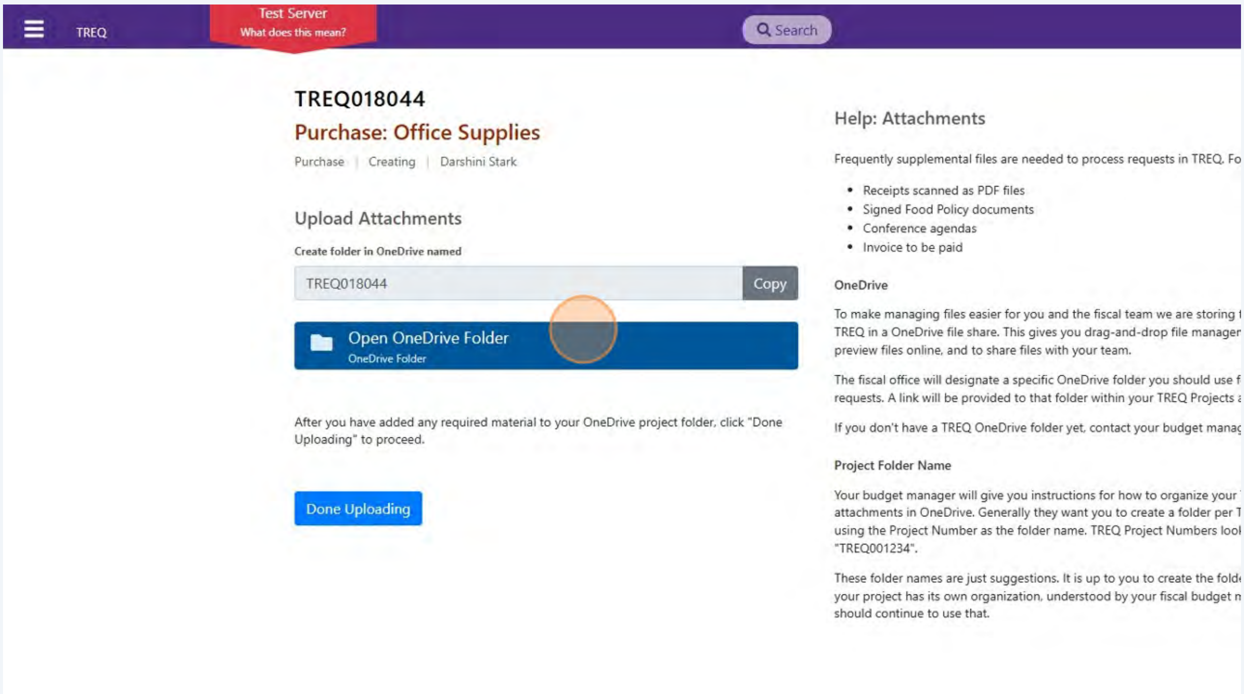
13 In the "Mailing Address" field include where the items should be delivered.



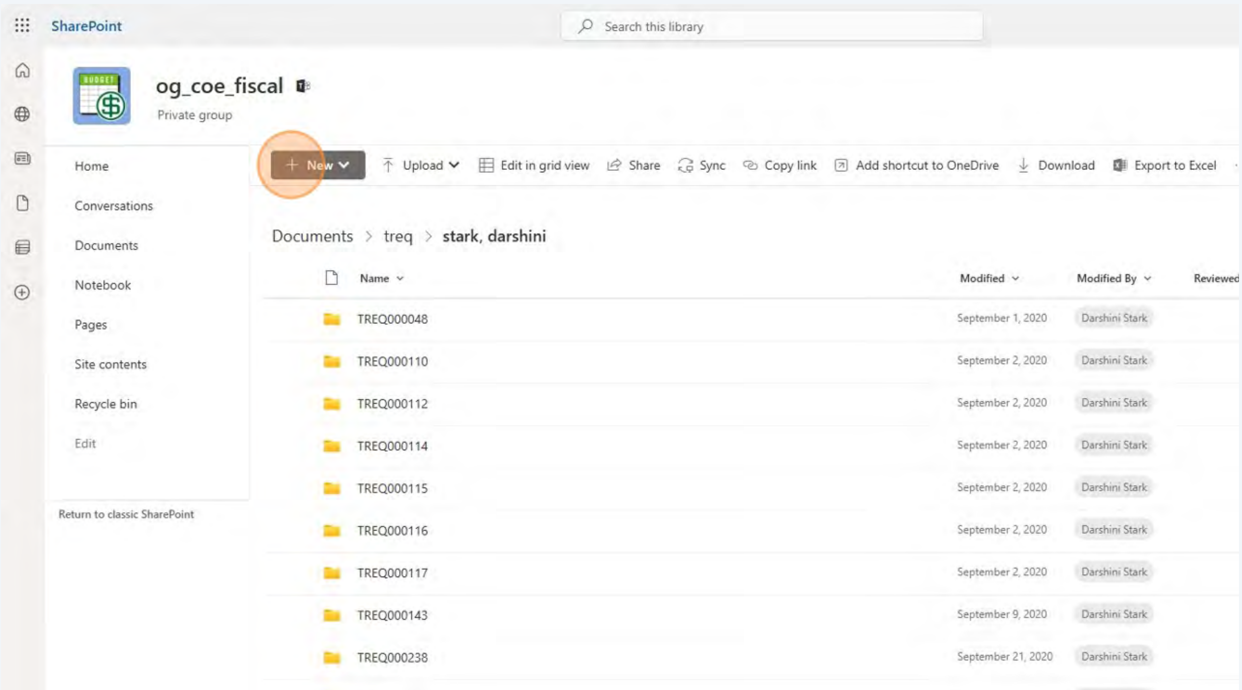
14 Now it's time to make the corresponding TREQ folder. Press the grey "Copy"



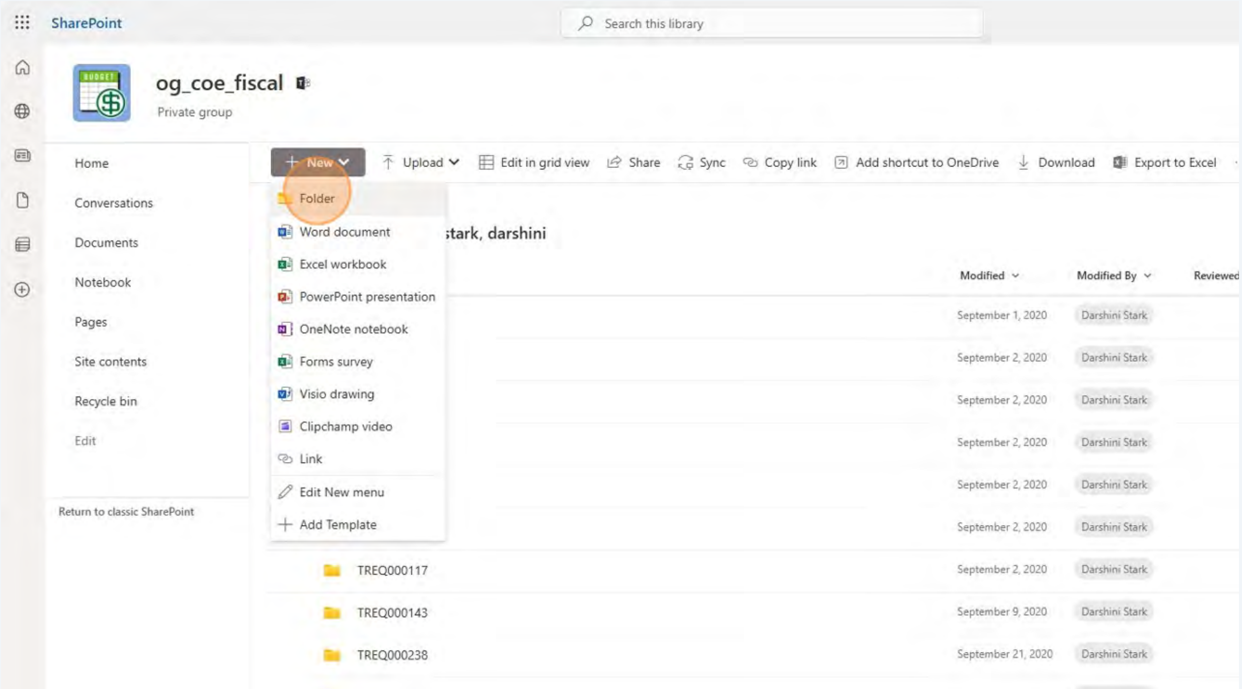
15 Click "Open OneDrive Folder"



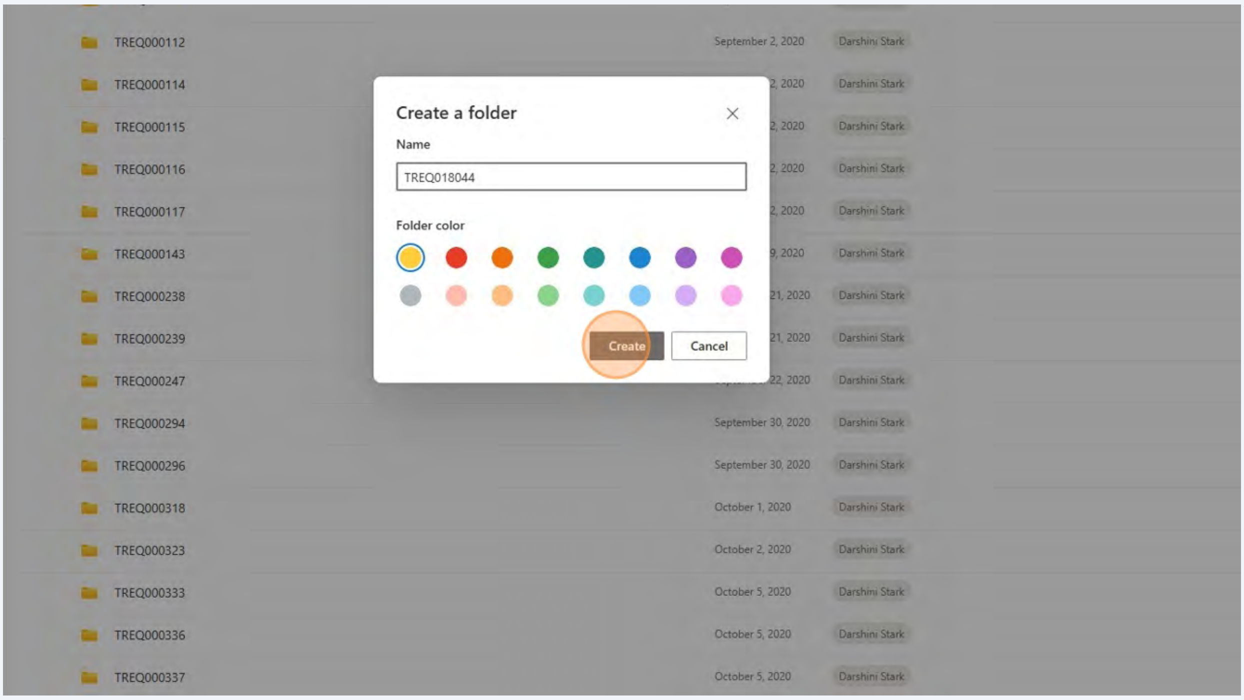
16 Click here.



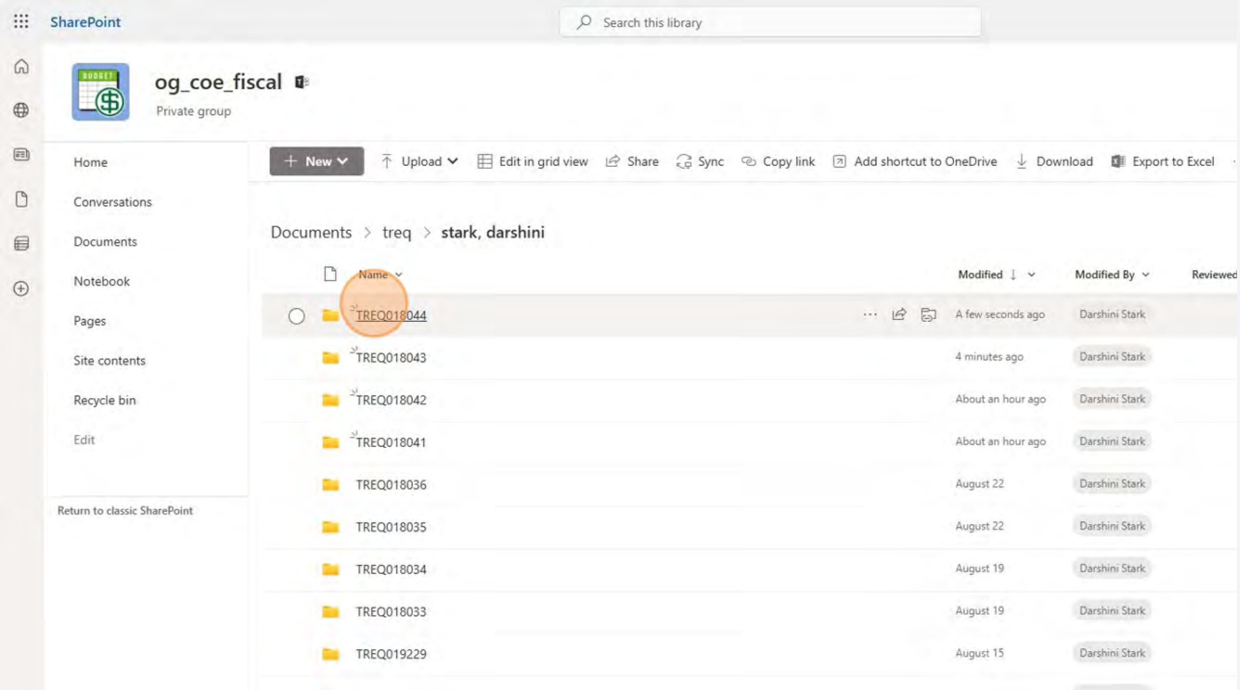
17 Click "Folder"



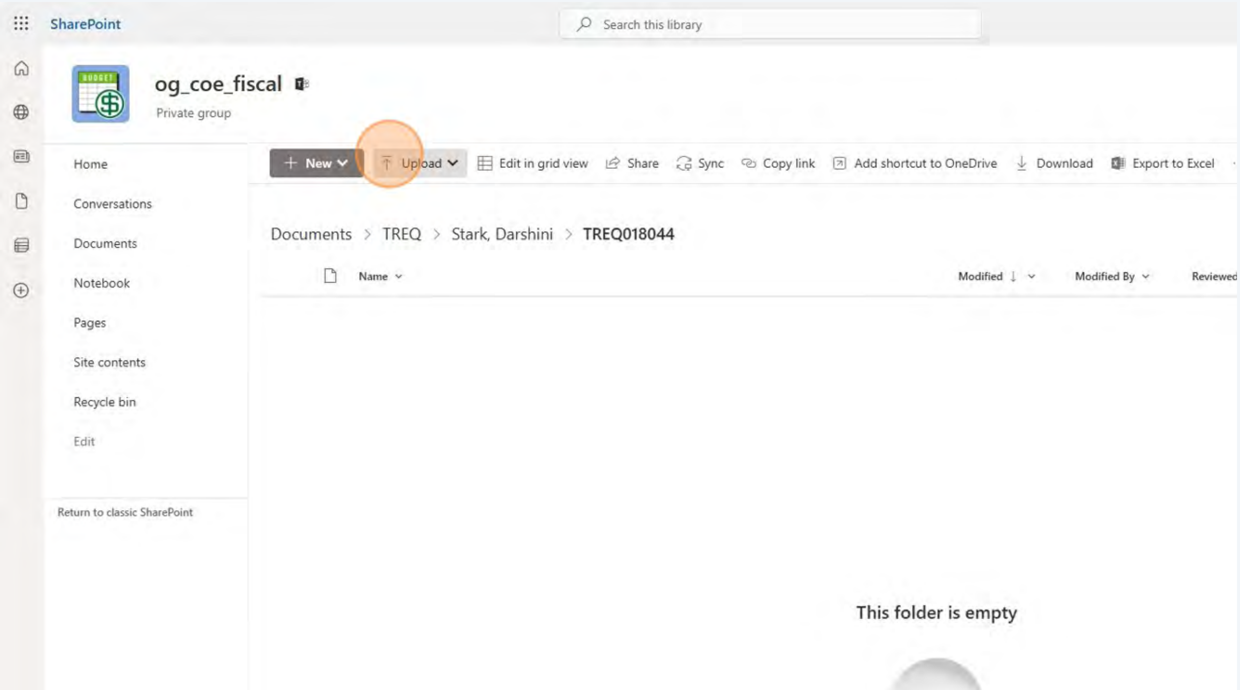
18 Paste the TREQ number in the "Name" then press "Create"



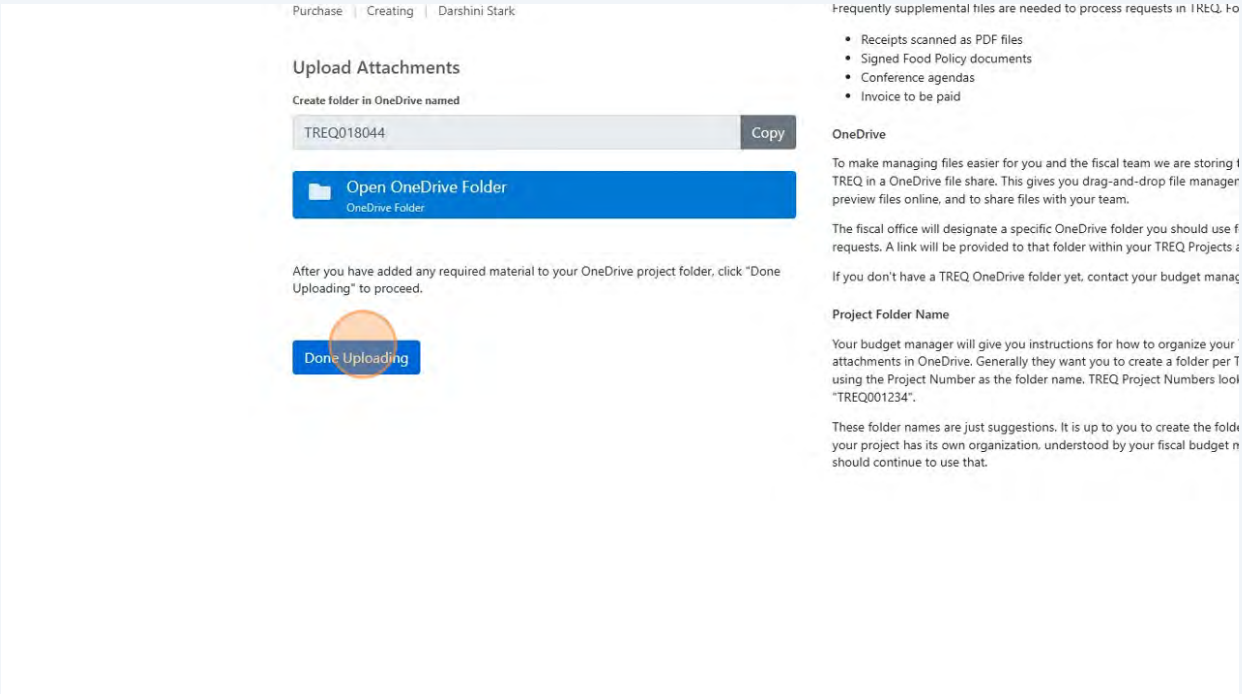
19 Open the folder you just created



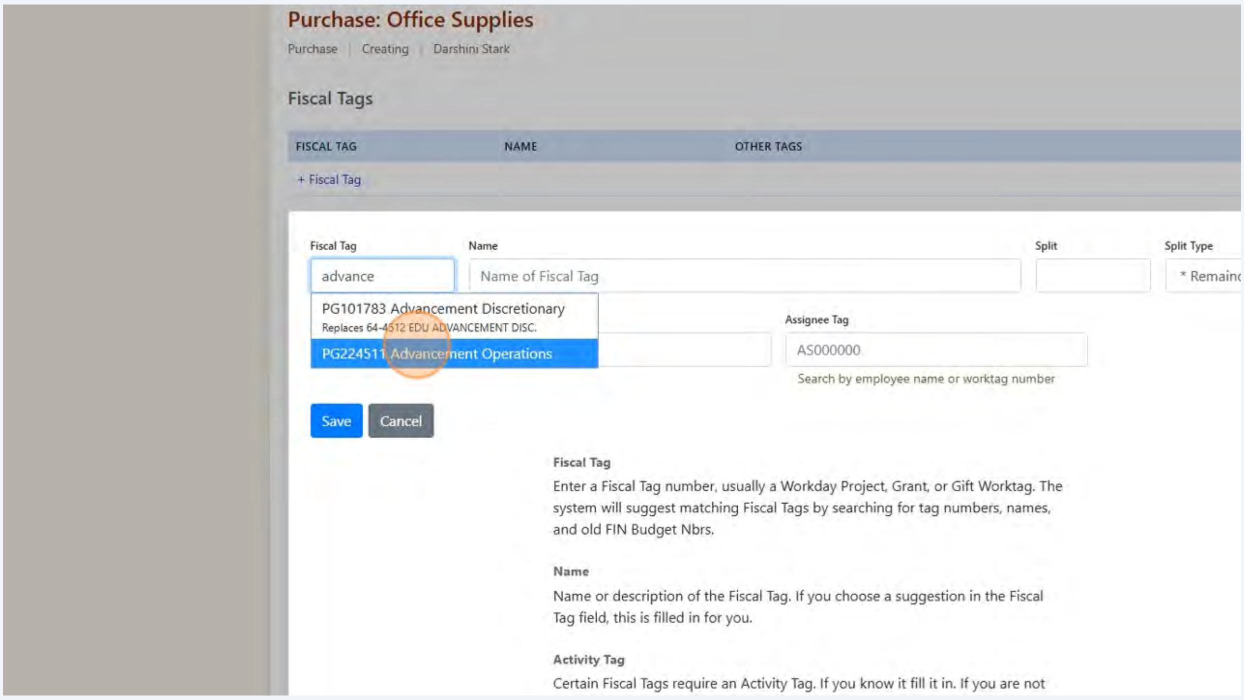
20 Click "Upload" to add any supporting documentation like itemized reciepts



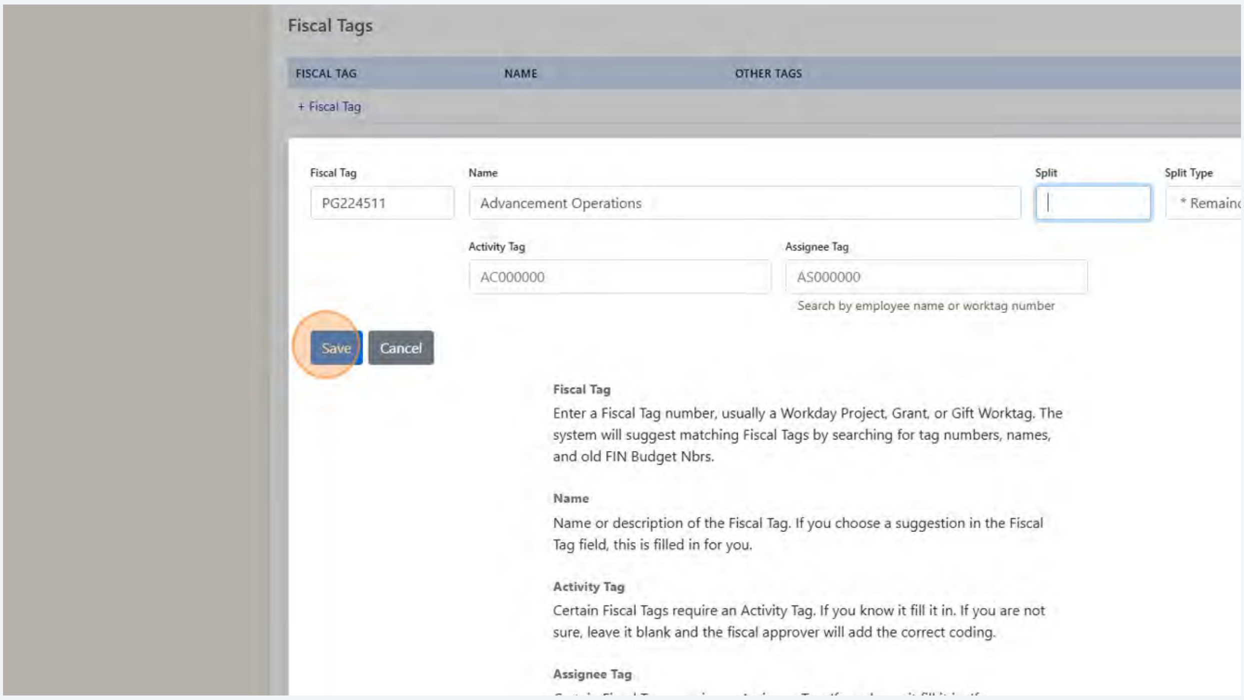
21 Click "Done Uploading"



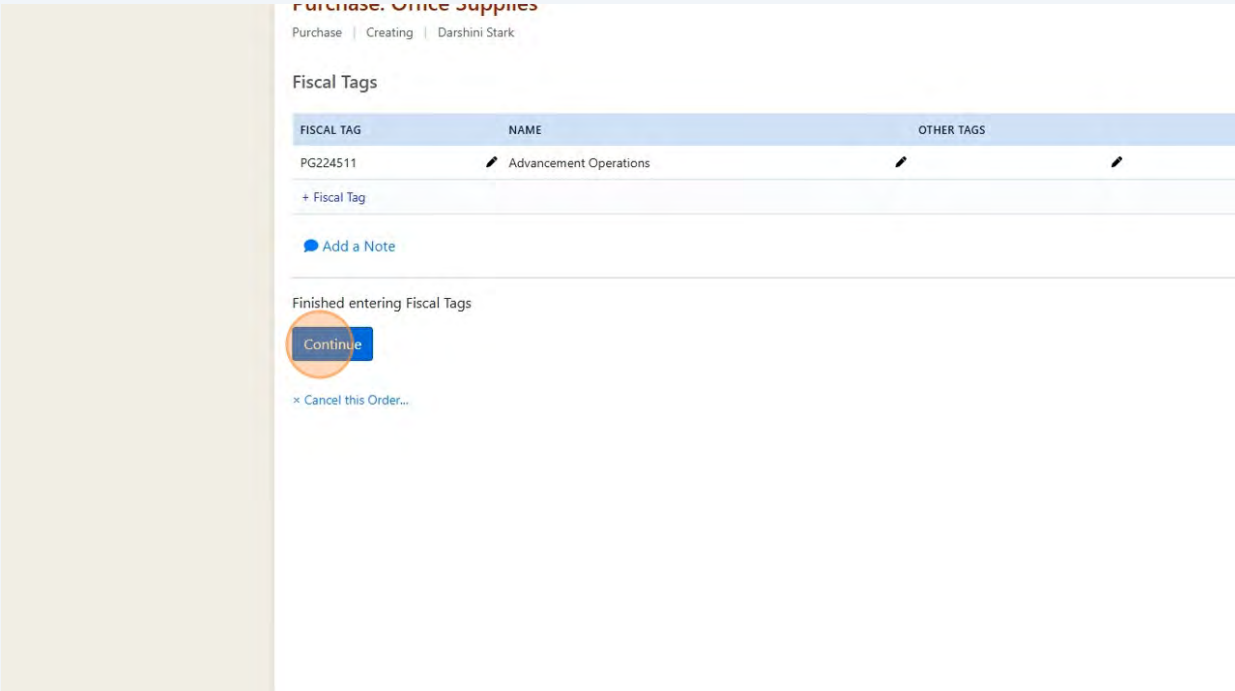
22 In the "Fiscal Tag" box, type in the number or name of the fund that will be used



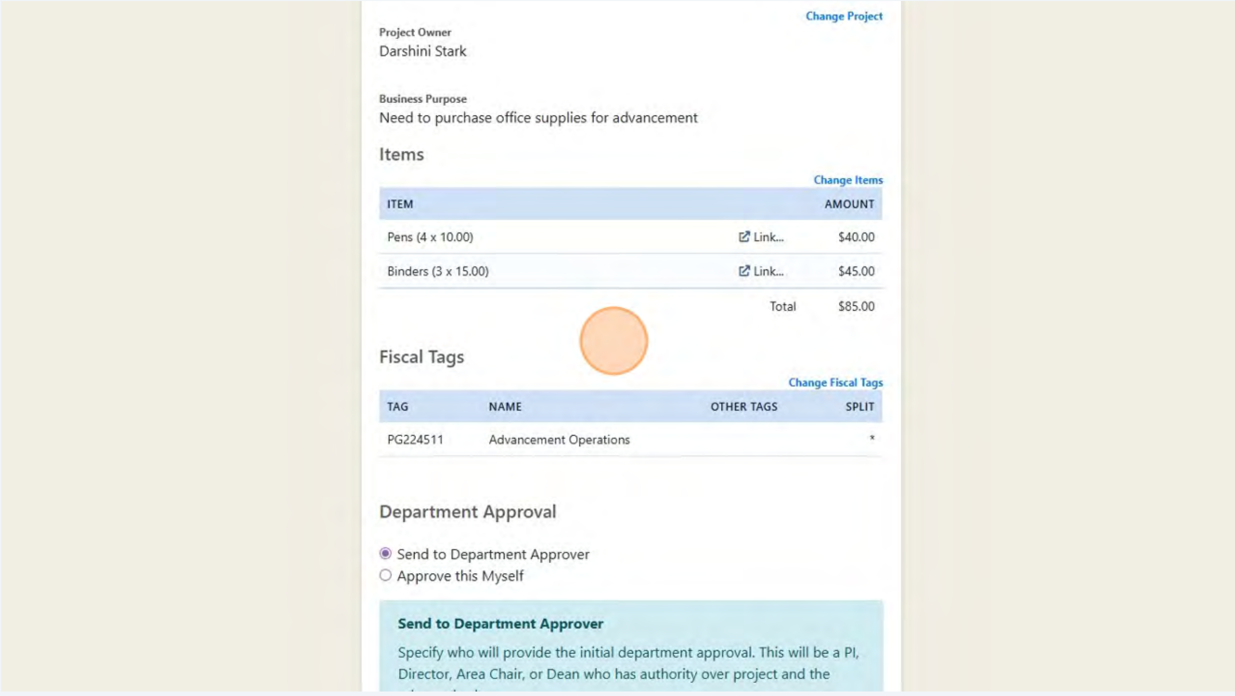
23 Click "Save"



24 Click "Continue"



25 Review the TREQ before submitting it



26 Then click "Submit" and you're done!