

# Updated Non-Fiscal ProCard Process (11.2025)

## Creating a TREQ Prior to Purchase



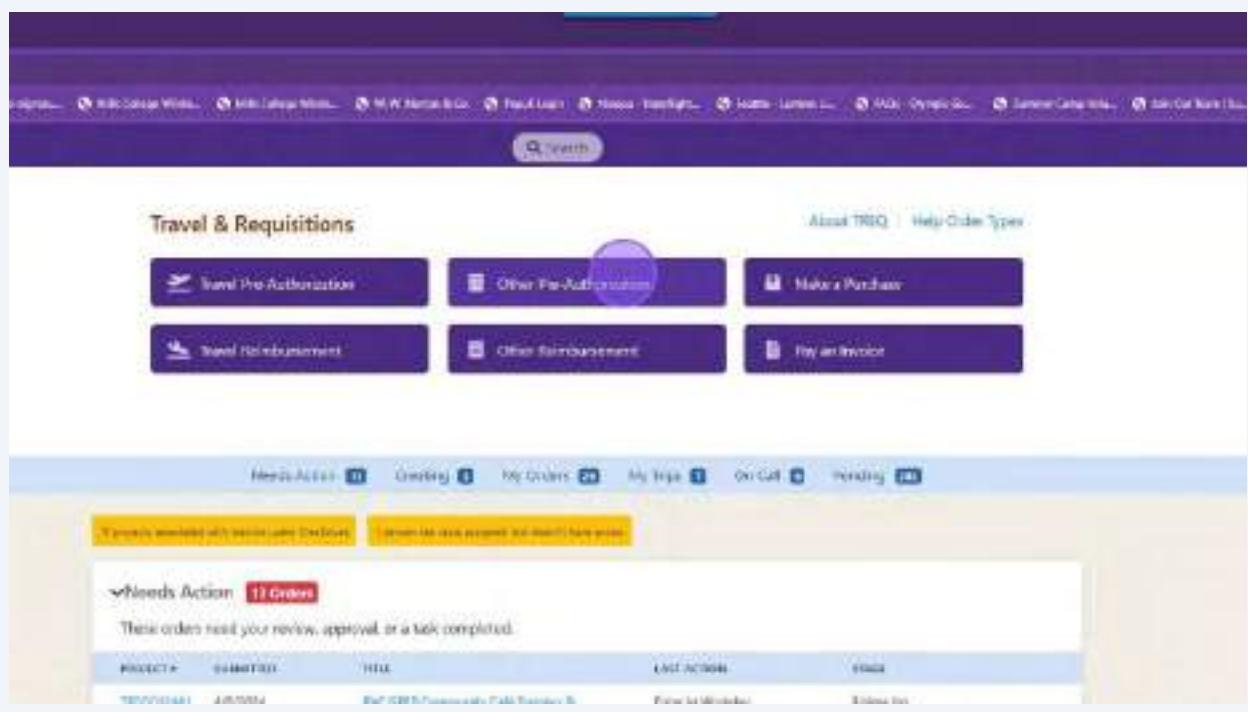
**All ProCard purchases must have an approved TREQ before the purchase, unless a purchase memo has been approved instead. In this example, we'll walk through how to create a TREQ for a subscription service.**

1

Navigate to: [educ.uw.edu/treq/](https://educ.uw.edu/treq/)

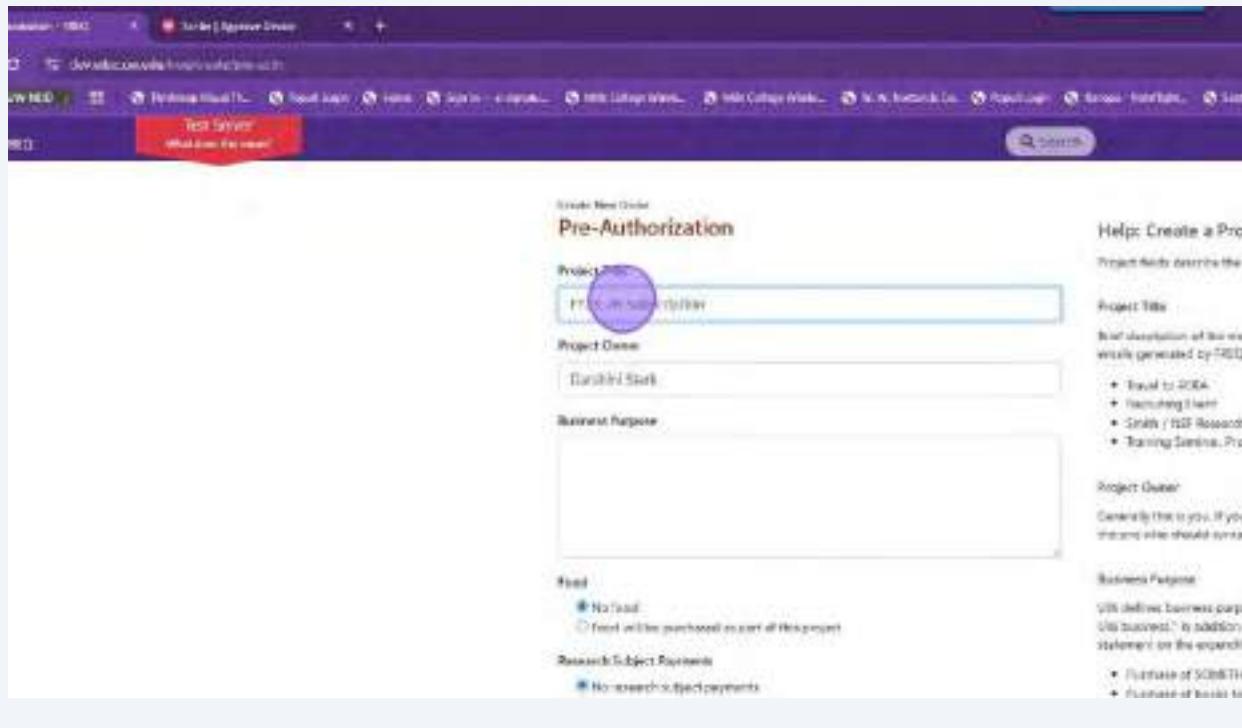
2

Click on "Other Pre-Authorization"



3

A new Pre-Auth TREQ must be created for each subscription service every year. Be sure to update the "Project Title" to include the fiscal year and the supplier's name.



Project Title: FY25-26 Software Subscription

Project Owner: Dorothy Stark

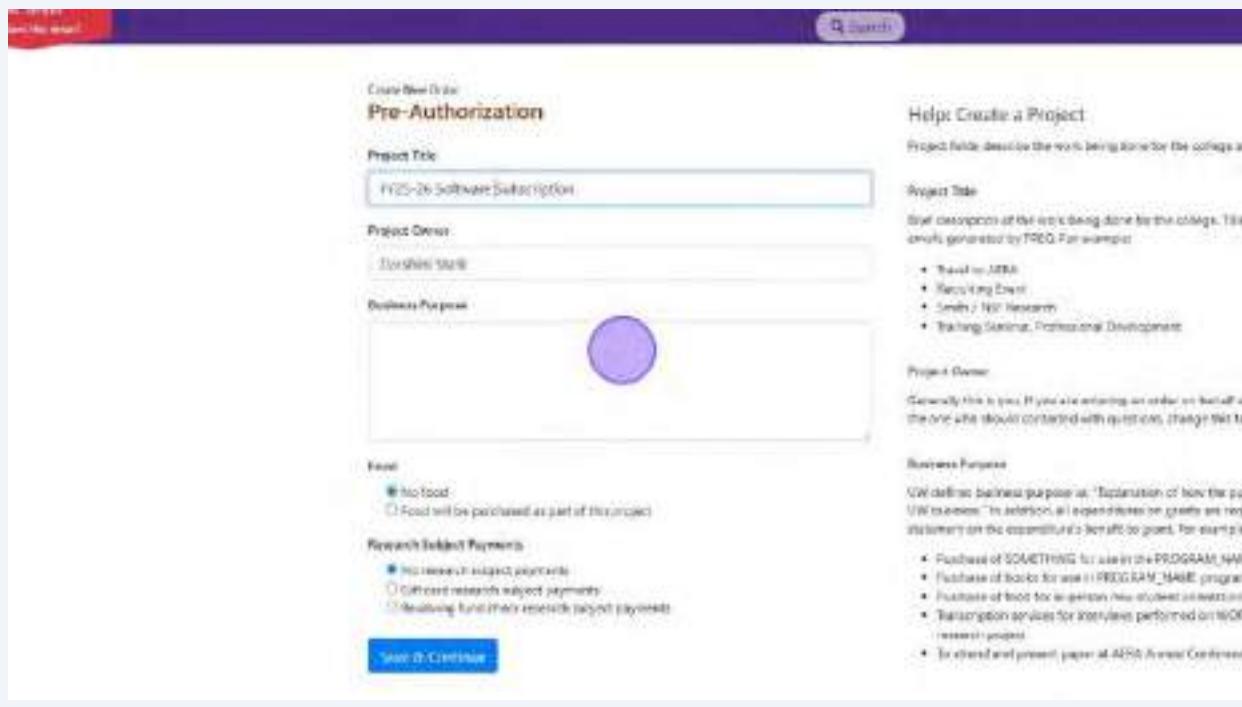
Business Purpose:

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

Research Subject Payments:  No research subject payments.  Receiving funds from research subject payments.

4

Update the "Business Purpose" section to clearly explain the reason for the purchase and how it benefits the college.



Project Title: FY25-26 Software Subscription

Project Owner: Dorothy Stark

Business Purpose:

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

Research Subject Payments:  No research subject payments.  Receiving funds from research subject payments.

**Save & Continue**

5 Click "Save & Continue"

The business purpose goes here and should explain how this benefits the college and the budget (esp if its on a grant).

**Food:**

Not food

Food will be purchased as part of the project

**Research Subject Payments:**

No research subject payments

Soft cash research subject payments

Revolving fund check research subject payments

**Business Purpose**

- Training Seminar/Pt Project Dates
- Generally this is yes. If no the one with the start date
- Business Purpose
- UW defines business purpose
- UW business, or it addresses business on the proposal
- Purchase of SO MET
- Purchase of equipment
- Purchase of food to
- Transportation and/or related expenses
- Related and power

**Save & Continue**

6 To add a line item, click the "+Item" button.

**TREQ018052**

**FY25-26 Software Subscription**

Pre-Authorization: [Create](#) | [Get this item](#)

**Items**

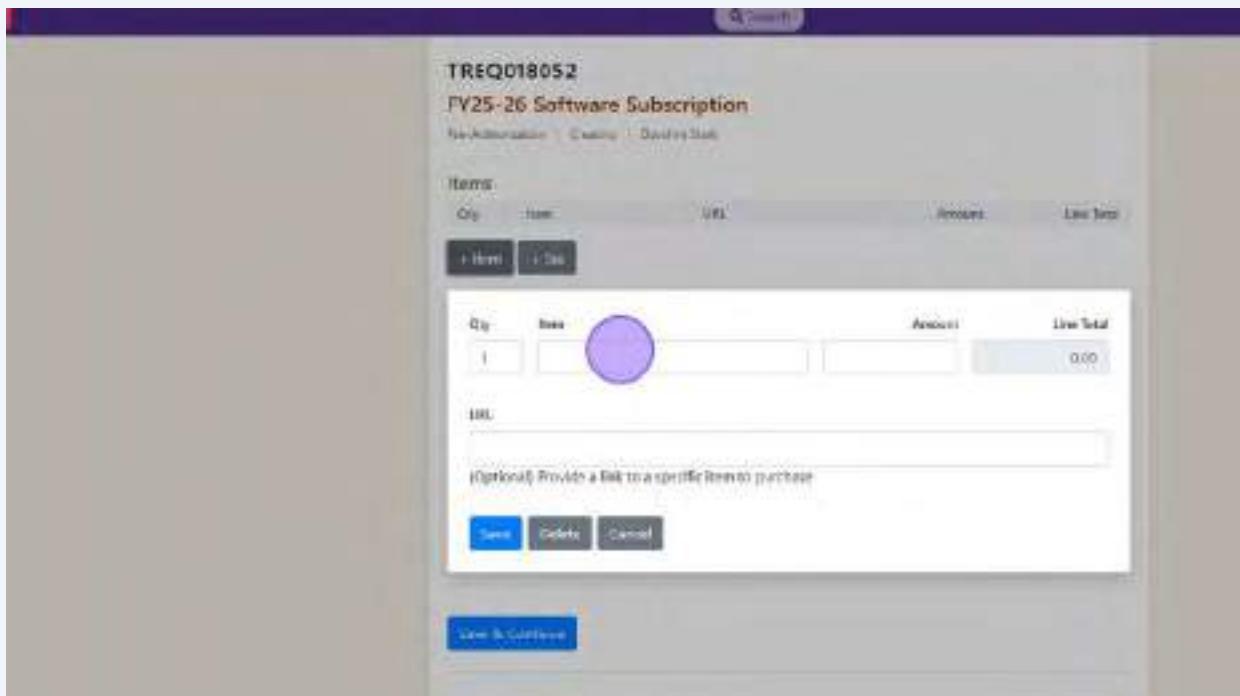
Qty	Item	Unit	Amount	Entered
1	Microsoft Office 365 Business Premium	Each	\$1,000.00	2023-07-10

**Save & Continue**

**Add a Note**

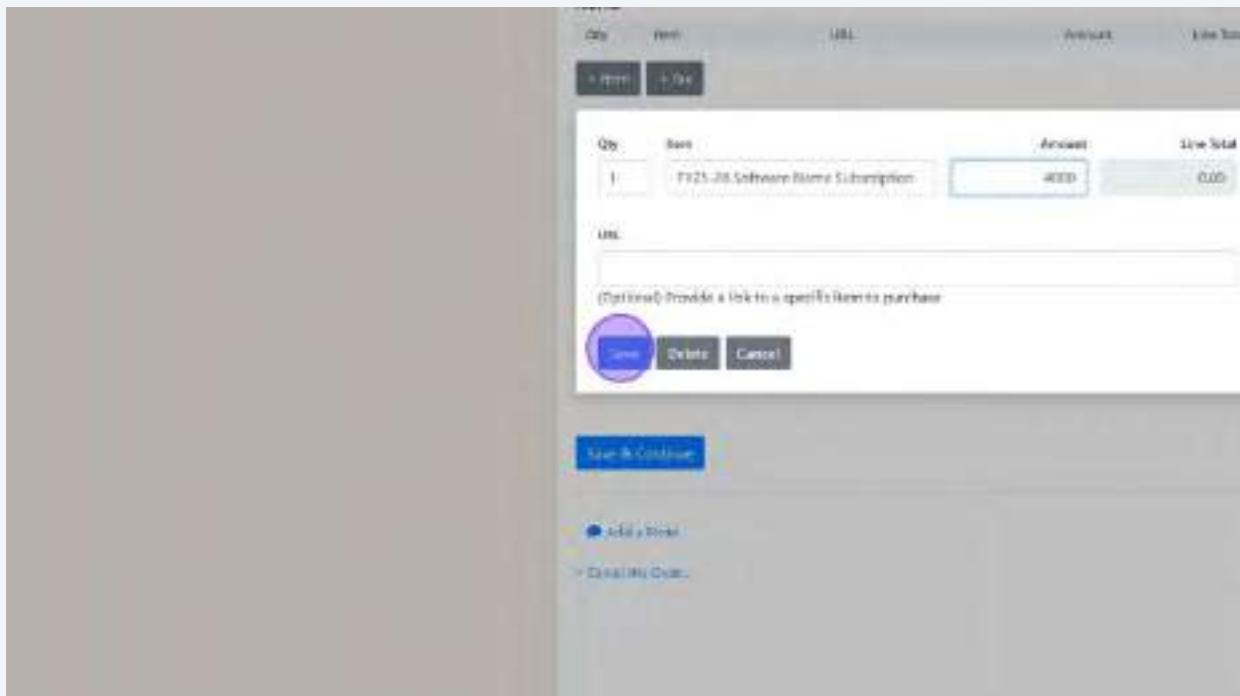
[Create New Note...](#)

7 In the Amount field, put the total estimated amount for the fiscal year.



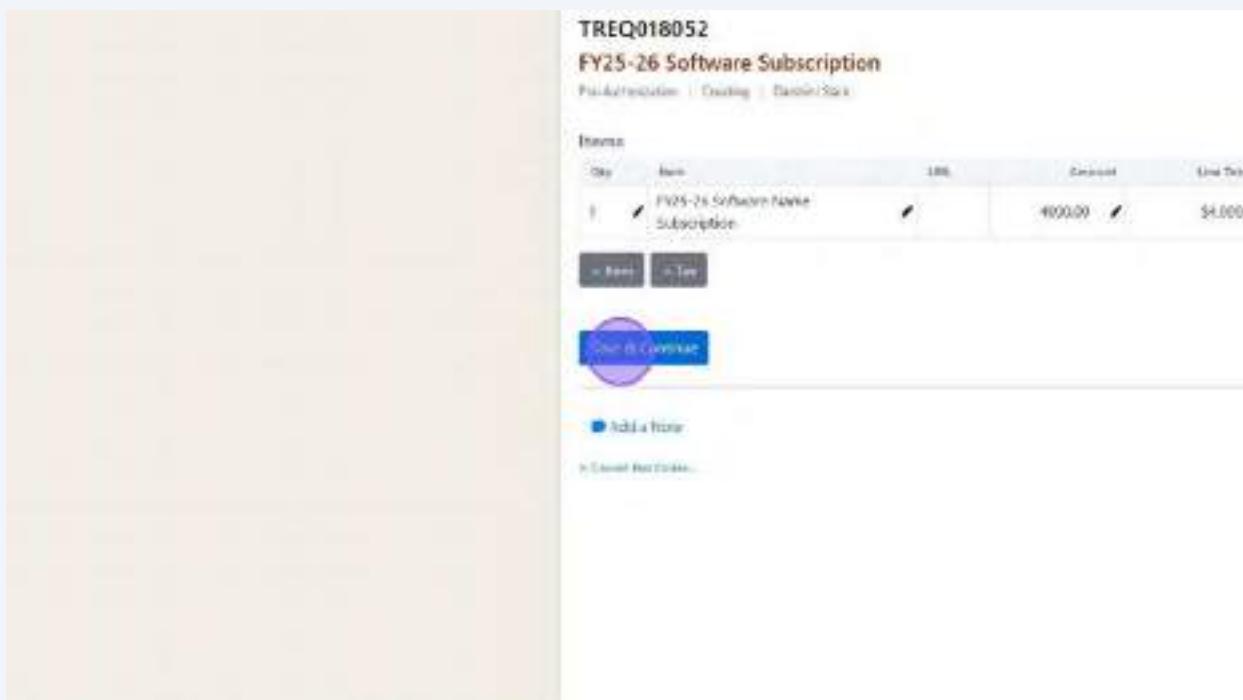
Qty	Base	Amount	Line Total
1	FY25-26 Software Subscription	0.00	0.00

8 Update the line item information then press "Save".

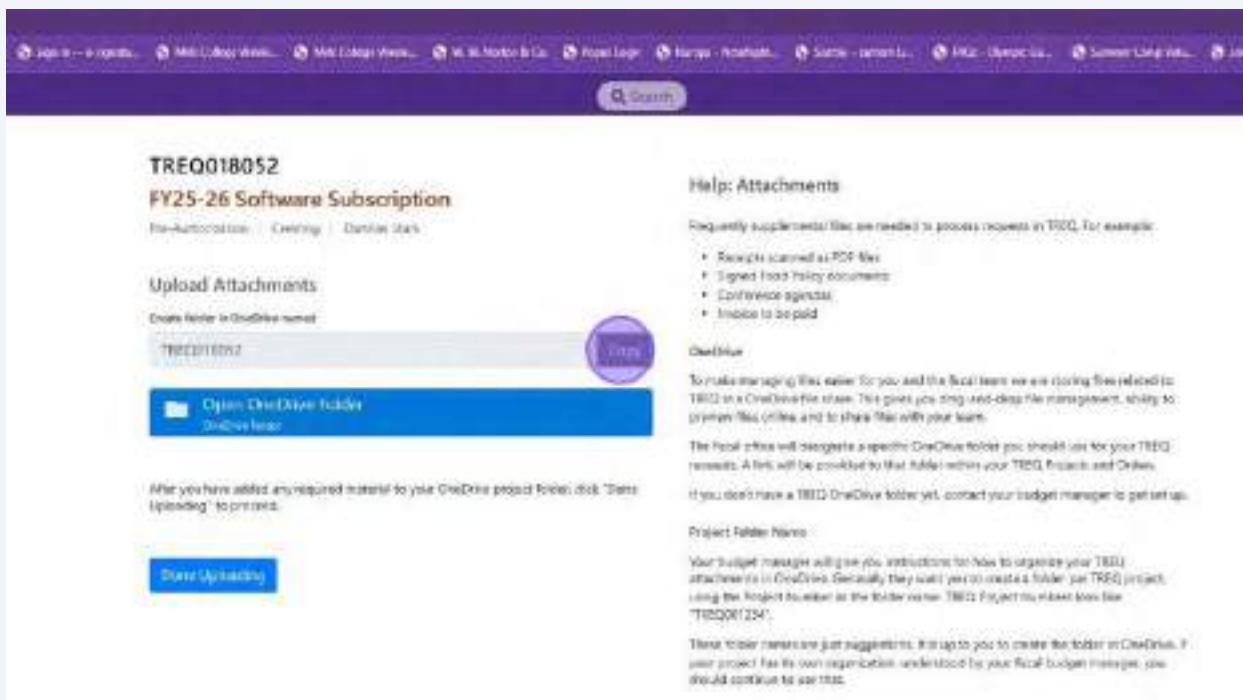


Qty	Base	Amount	Line Total
1	FY25-26 Software Name Subscription	4000	0.00

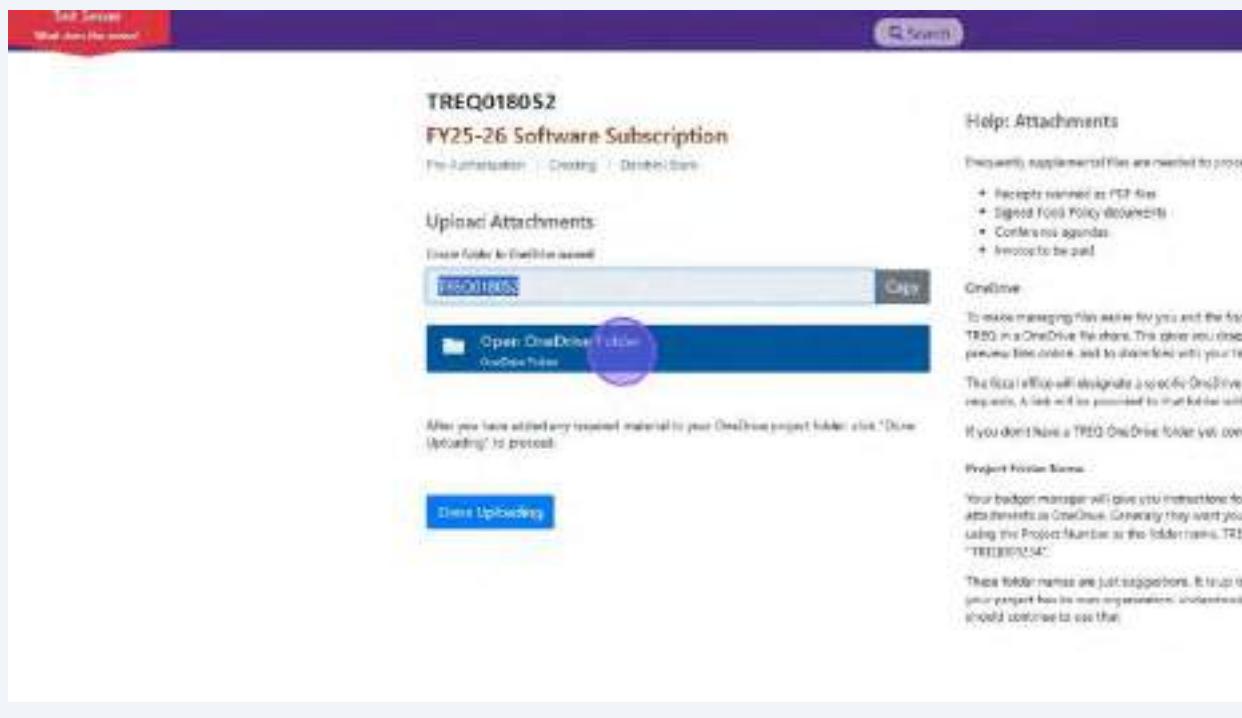
9 Click "Save & Continue"



10 Now it's time to create your corresponding TREQ folder. Click the grey "Copy" button.

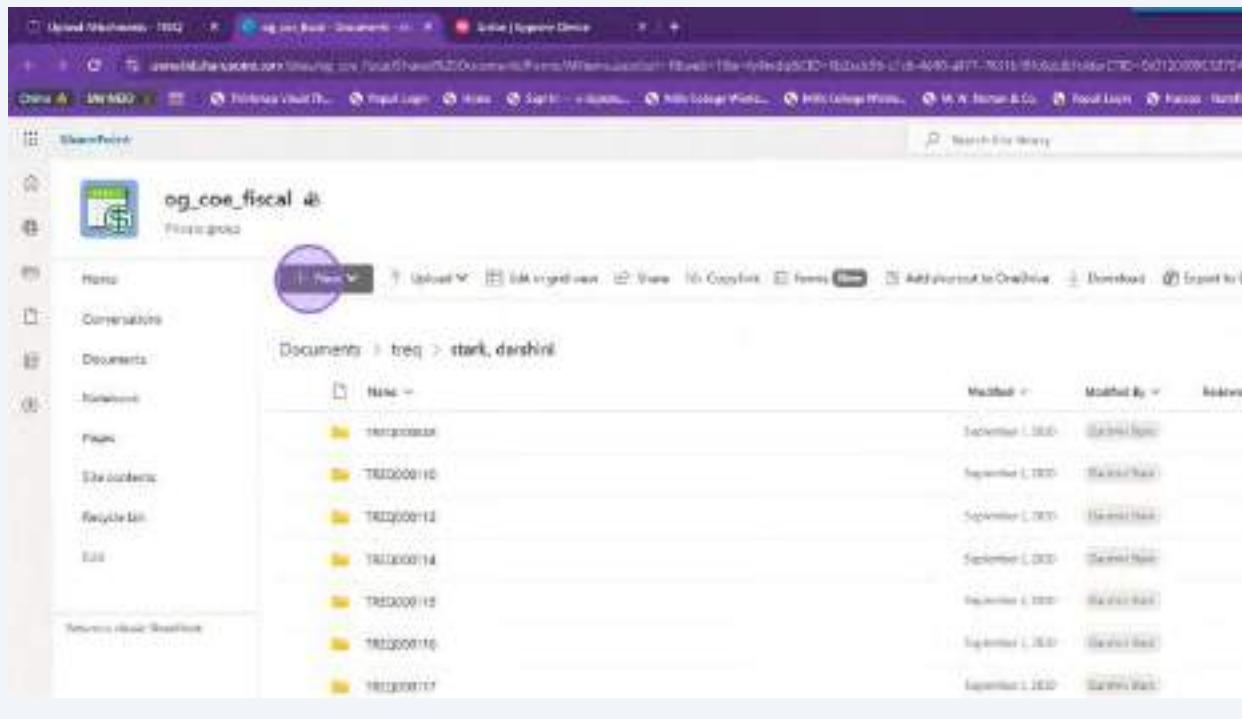


11 Then click the "Open OneDrive Folder OneDrive Folder" button.



The screenshot shows a software subscription page for 'TREQ018052 FY25-26 Software Subscription'. The 'Upload Attachments' section is visible, with a 'TREQ018052' file listed. A large blue button labeled 'Open OneDrive Folder' is highlighted with a purple circle. To the right, a 'Help: Attachments' section provides instructions for handling attachments, and a 'OneDrive' section explains the integration with OneDrive.

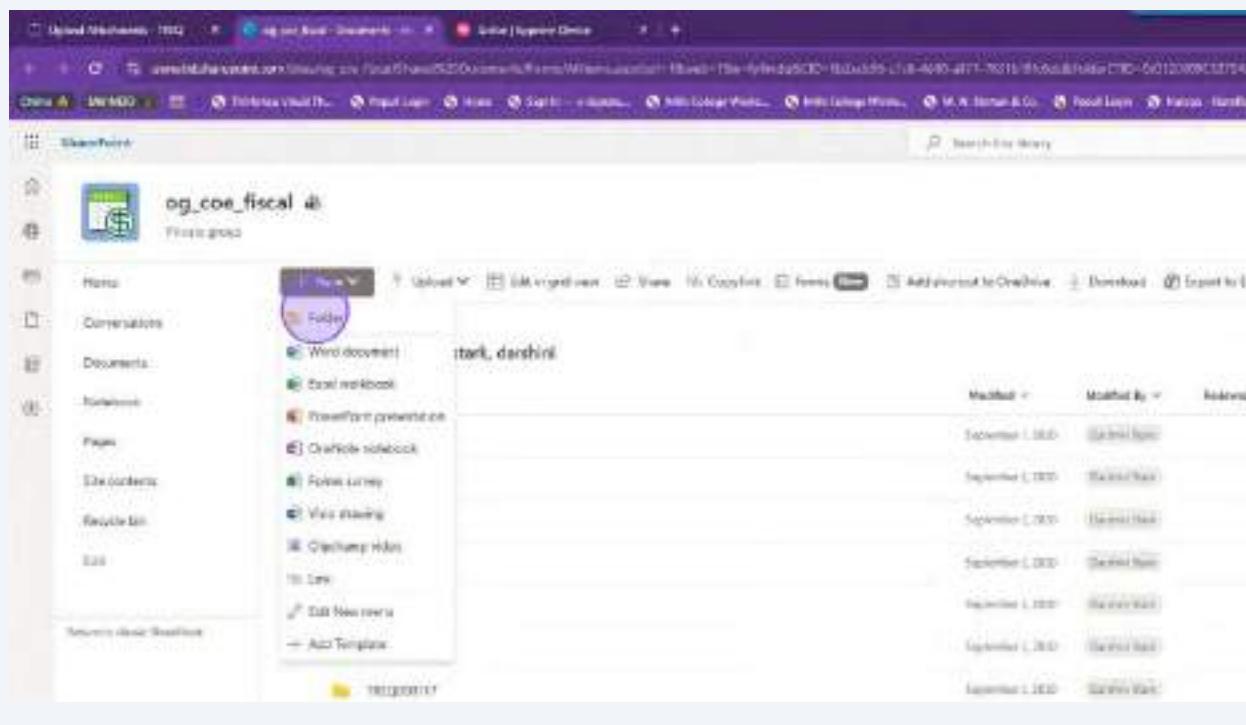
12 It will take you to your TREQ SharePoint folder. Click "New"



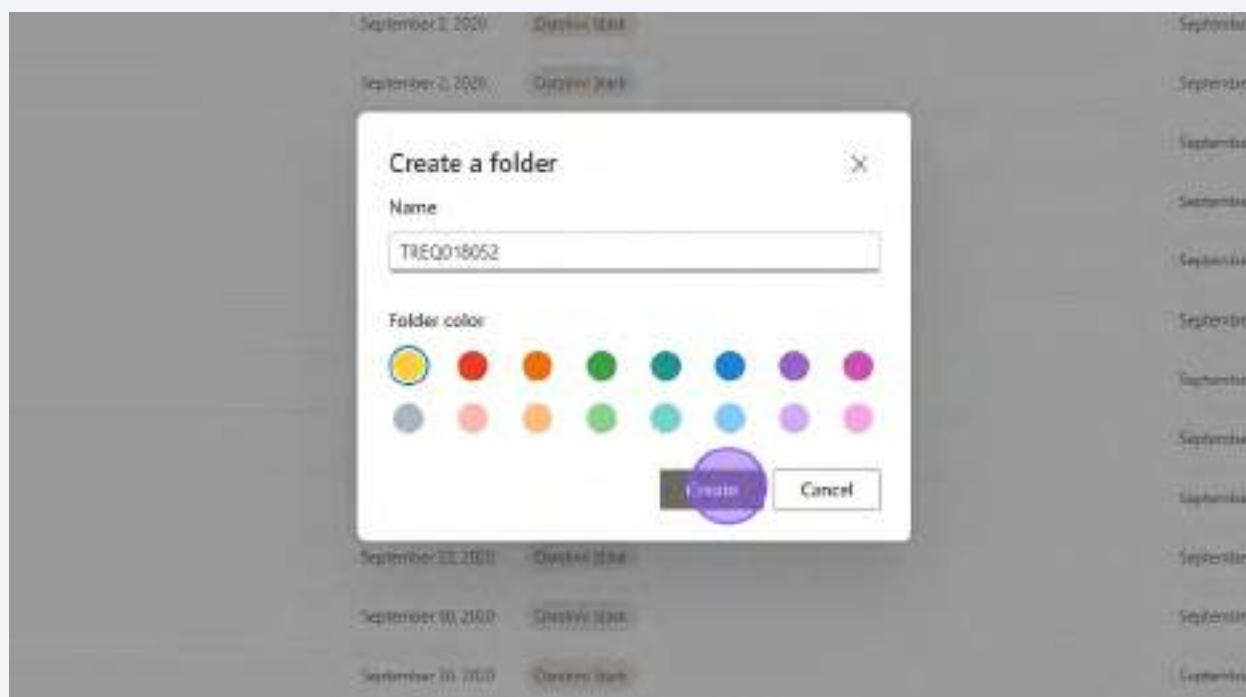
The screenshot shows a SharePoint folder structure for 'og\_coe\_fiscal'. The 'Documents' library contains several sub-folders, including 'treq' and 'stark, daniel'. A 'New' button is highlighted with a purple circle. The ribbon at the top shows 'OneDrive' and 'SharePoint Online' tabs.

Name	Modified	Modified By	Size
1802000000	September 1, 2020	Shared with me	1.2 MB
1802000100	September 1, 2020	Shared with me	1.2 MB
1802000110	September 1, 2020	Shared with me	1.2 MB
1802000114	September 1, 2020	Shared with me	1.2 MB
1802000115	September 1, 2020	Shared with me	1.2 MB
1802000116	September 1, 2020	Shared with me	1.2 MB
1802000117	September 1, 2020	Shared with me	1.2 MB

**13** Click "Folder"



**14** Paste the TREQ number in the "Name" box then click "Create".

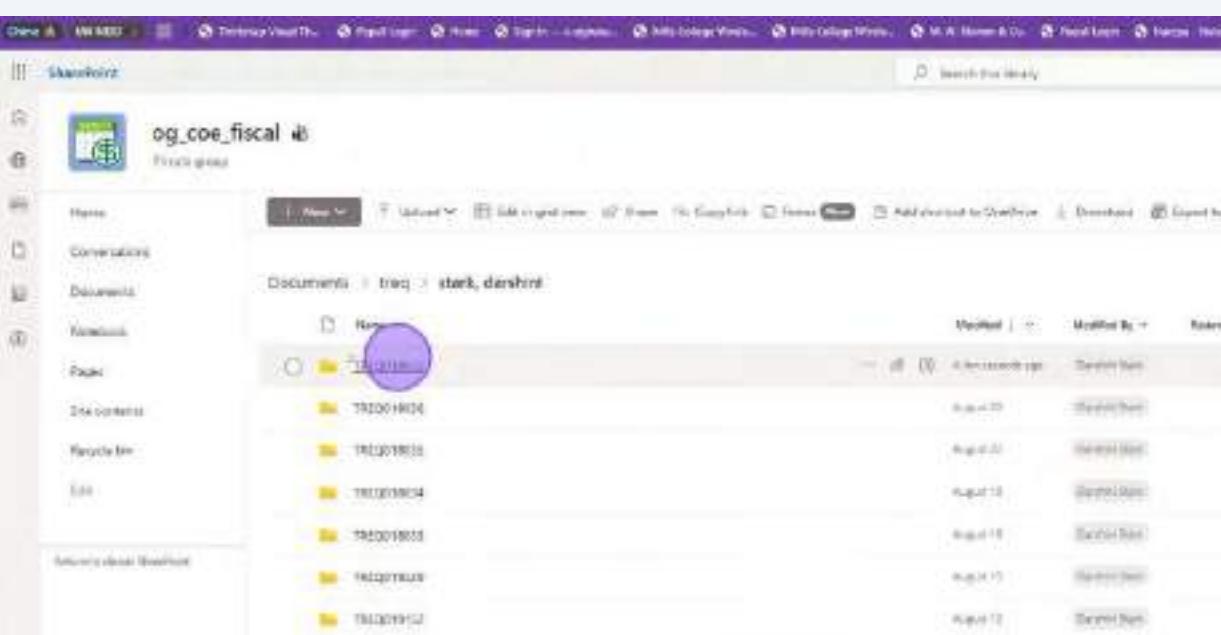


**15** To find your most recent TREQ folder, click "Modified" and sort "Newer to Older"

Search Results						
File	Actions	Modified	Modified By	Renamed	Last modified	Size
1	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
2	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
3	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
4	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
5	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
6	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
7	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
8	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
9	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
10	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
11	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
12	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
13	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
14	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB
15	           	2023-9-1 10:00:00	 stark, daniel		2023-9-1 10:00:00	1.00 KB

## 16 Open the TREQ folder you just created

16 Open the TREQ folder you just created

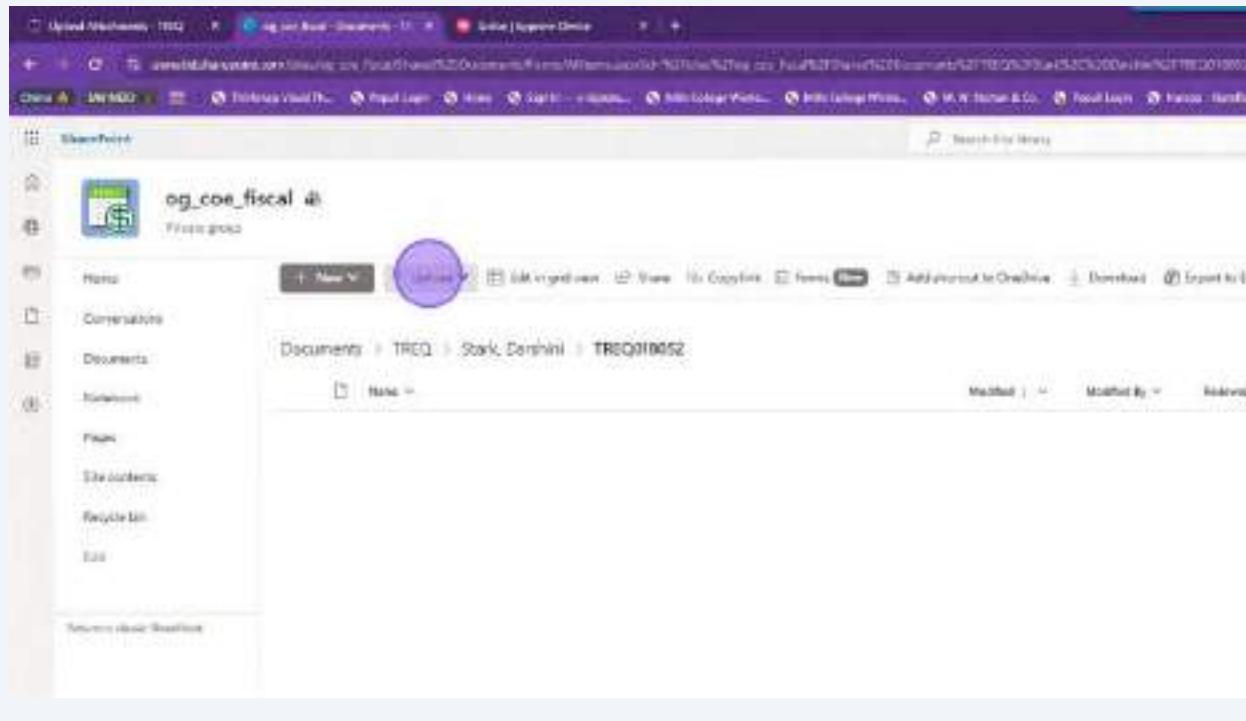


The screenshot shows a SharePoint document library interface. The left navigation bar includes 'SharePoint', 'New item', 'Create', 'Delete', 'Edit in grid view', 'Rename', 'Copy item', 'Move', 'Add item to OneDrive', 'Download', and 'Export to Excel'. The 'Documents' section shows a list of files under the path 'Documents > treq > stark\_dashed'. The list includes the following files:

Name	Modified	Modified By	Author
TREQ	Aug 11, 2014	Shared with me	Shared with me
TR0018024	Aug 11, 2014	Shared with me	Shared with me
TR0018025	Aug 11, 2014	Shared with me	Shared with me
TR0018026	Aug 11, 2014	Shared with me	Shared with me
TR0018027	Aug 11, 2014	Shared with me	Shared with me
TR0018028	Aug 11, 2014	Shared with me	Shared with me
TR0018029	Aug 11, 2014	Shared with me	Shared with me
TR0018030	Aug 11, 2014	Shared with me	Shared with me
TR0018031	Aug 11, 2014	Shared with me	Shared with me
TR0018032	Aug 11, 2014	Shared with me	Shared with me
TR0018033	Aug 11, 2014	Shared with me	Shared with me
TR0018034	Aug 11, 2014	Shared with me	Shared with me
TR0018035	Aug 11, 2014	Shared with me	Shared with me

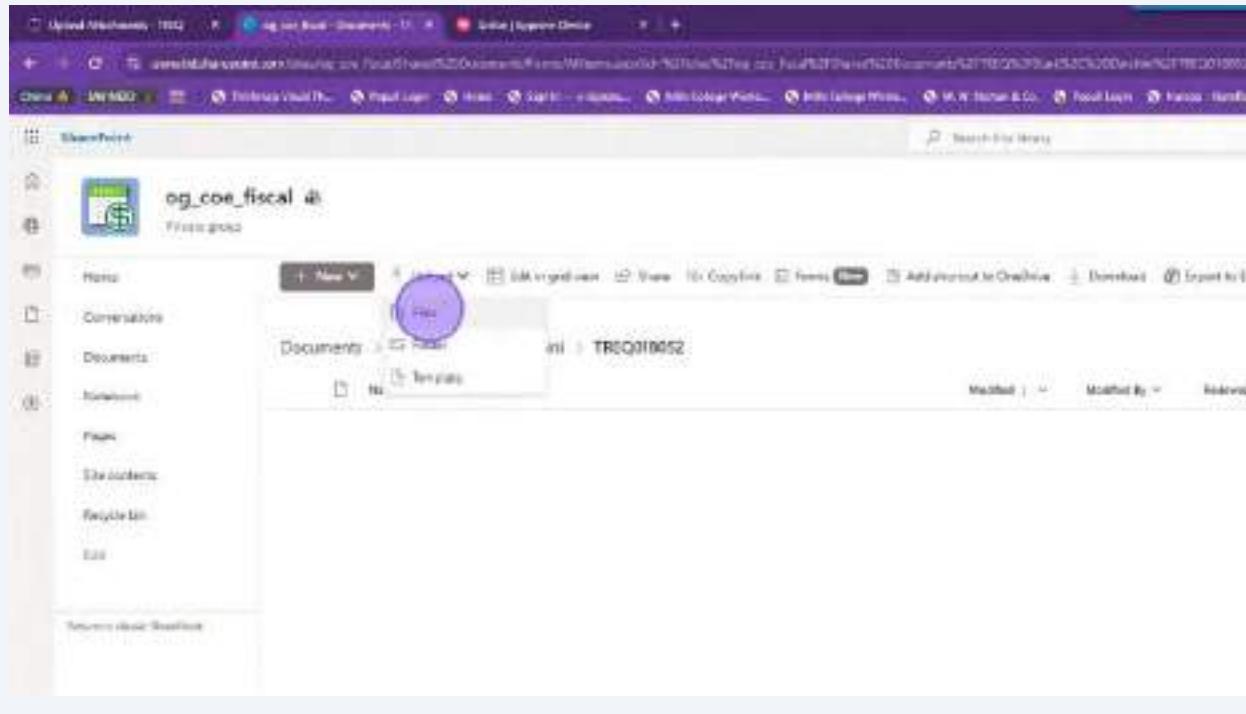
17

To upload any supporting documentation you may have at this time, press "+Upload"

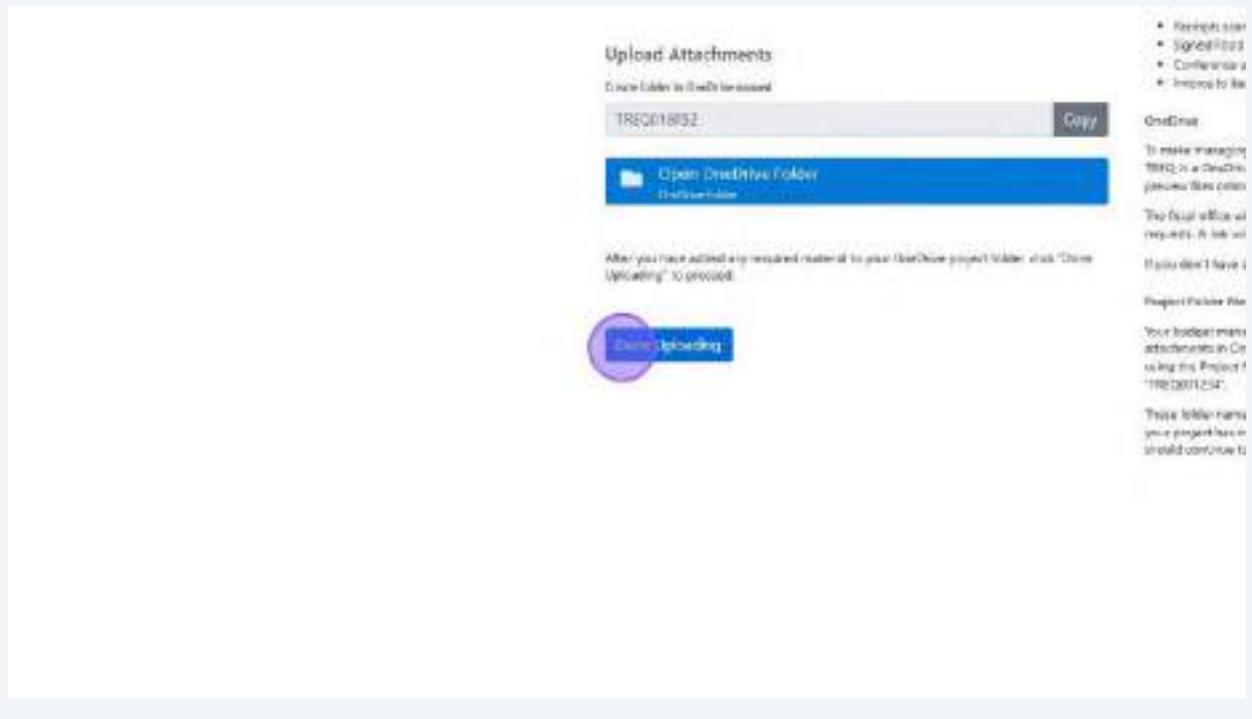


18

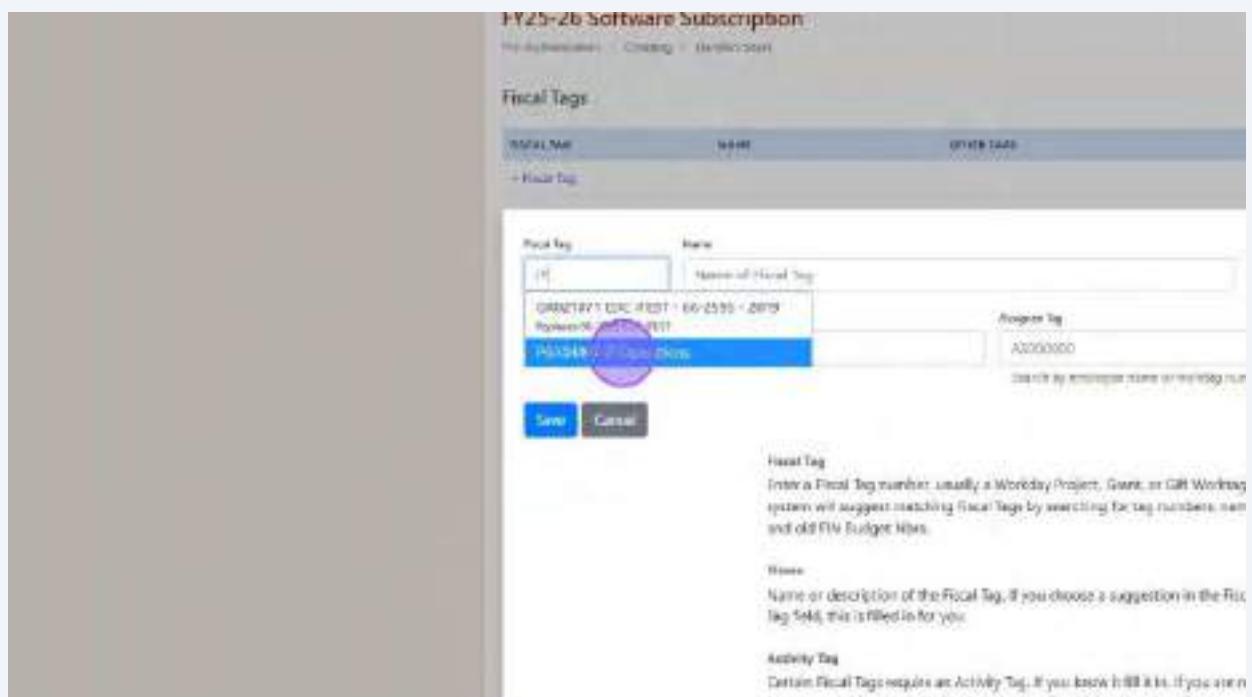
Then click files (you can also drag and drop your files into the folder).



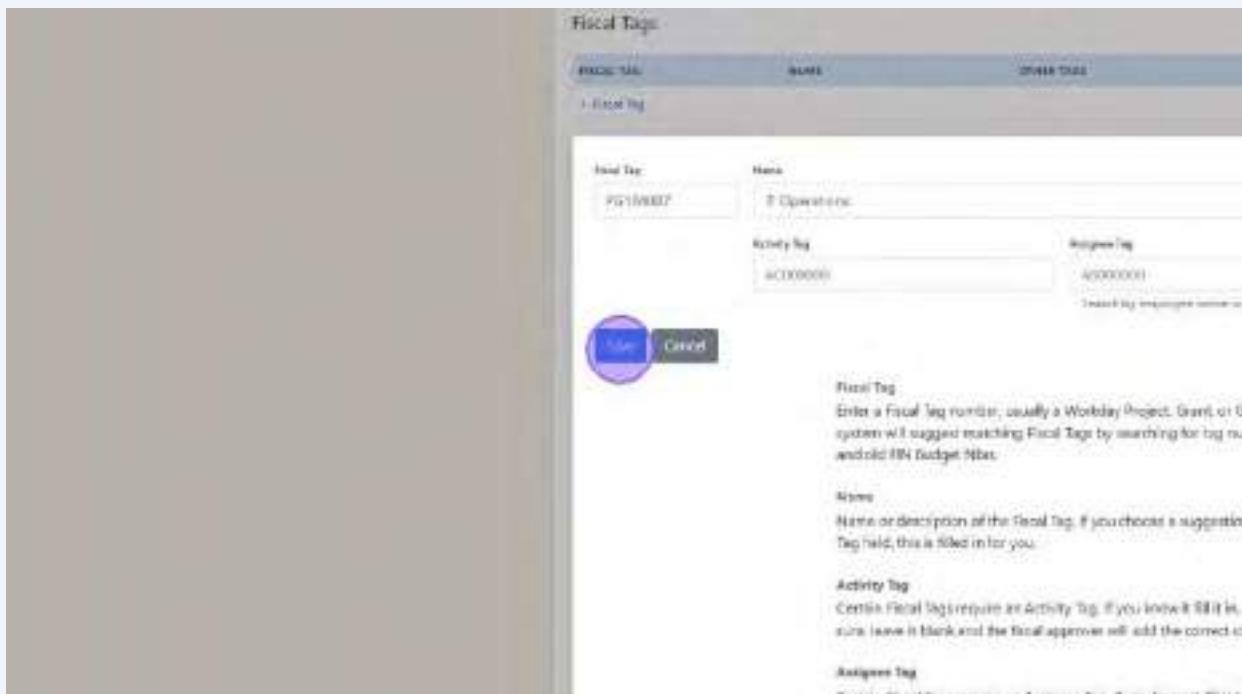
19 Return to TREQ and press "Done Uploading"



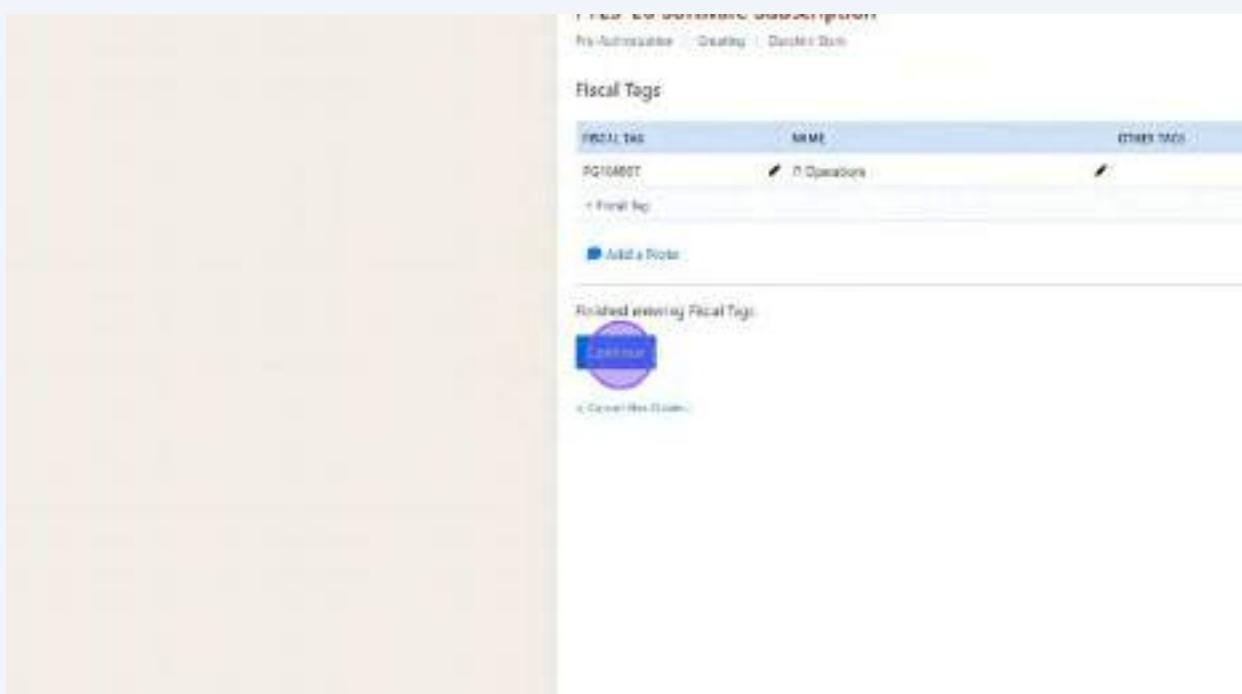
20 Now it's time to assign a Fiscal Tag. You can search using old budget numbers, the name of the tag, or the tag number (i.e. PG000000, GR000000, GF000000).



**21** Click "Save"



**22** Click "Continue"



23

This is the summary page where you can review what you've entered to make sure it's correct before submitting it for approval.

FY25-26 Software Subscription

Project Owner: Darrell Stuk

Business Purpose: The business purpose goes here and should explain how this benefits the college and the budget (s) it is on against

Items

ITEM	Charge Type
W125-26 Software Name Subscription	AP/GRN/ME
	Total: \$4,000.00

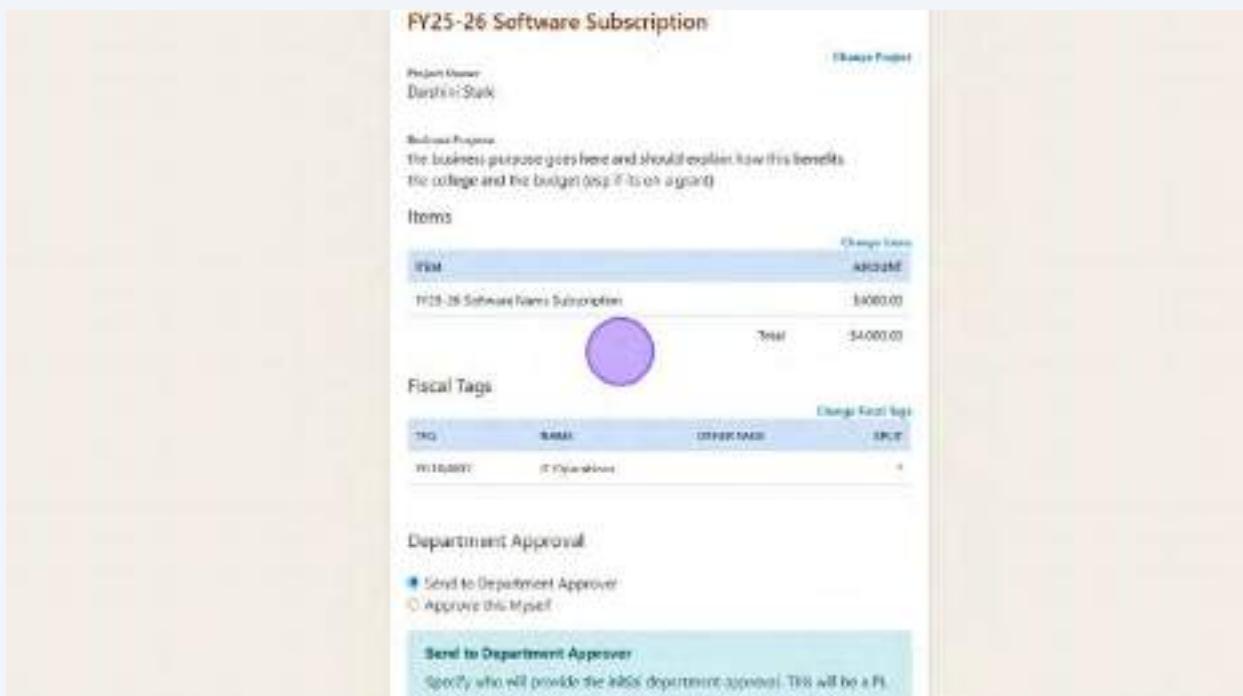
Fiscal Tags

TRN	BU/GRN	CHARGE TYPE	AP/GRN
W1250001	IT Operations		

Department Approval

Send to Department Approver  
 Approve this Myself

**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.



24

Once you've reviewed it, press "Submit".

Department Approval

Send to Department Approver  
 Approve this Myself

**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.

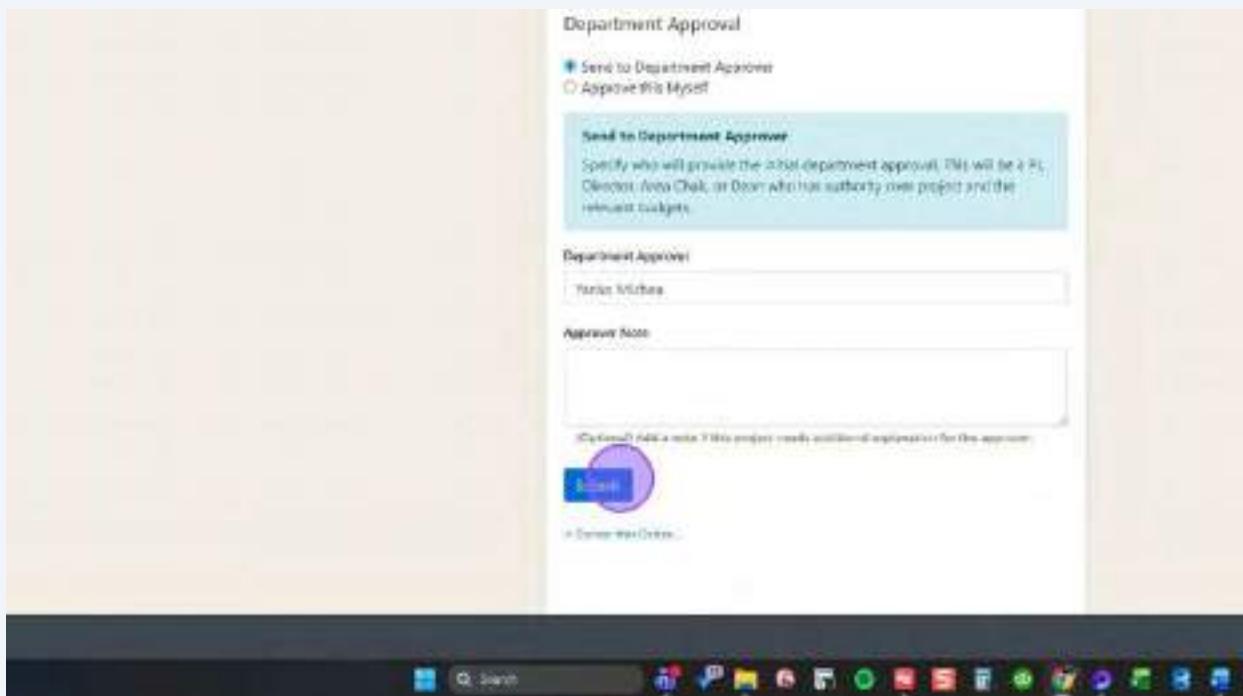
Department Approver: Farhan Mirza

Approver Note:

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

**Submit**

or [Cancel](#)



25

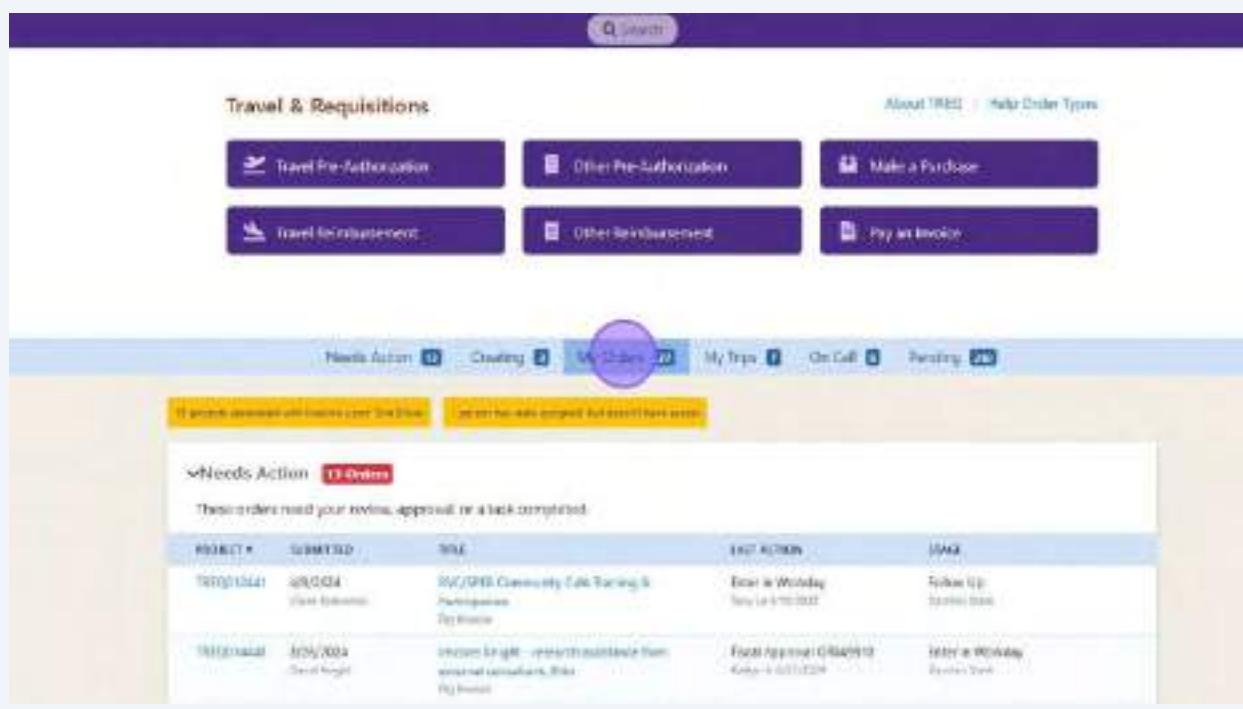
Once your TREQ is submitted, it will first be reviewed by the department approver and then the budget manager.

- If it's a Pre-Authorization (Pre-Auth), the process ends after the budget manager's approval (no further action is taken).
- If after you've entered the Pre-Auth and a purchase or paying an invoice is needed, proceed to the next step.

## Adding an Invoice to A Subscription

26

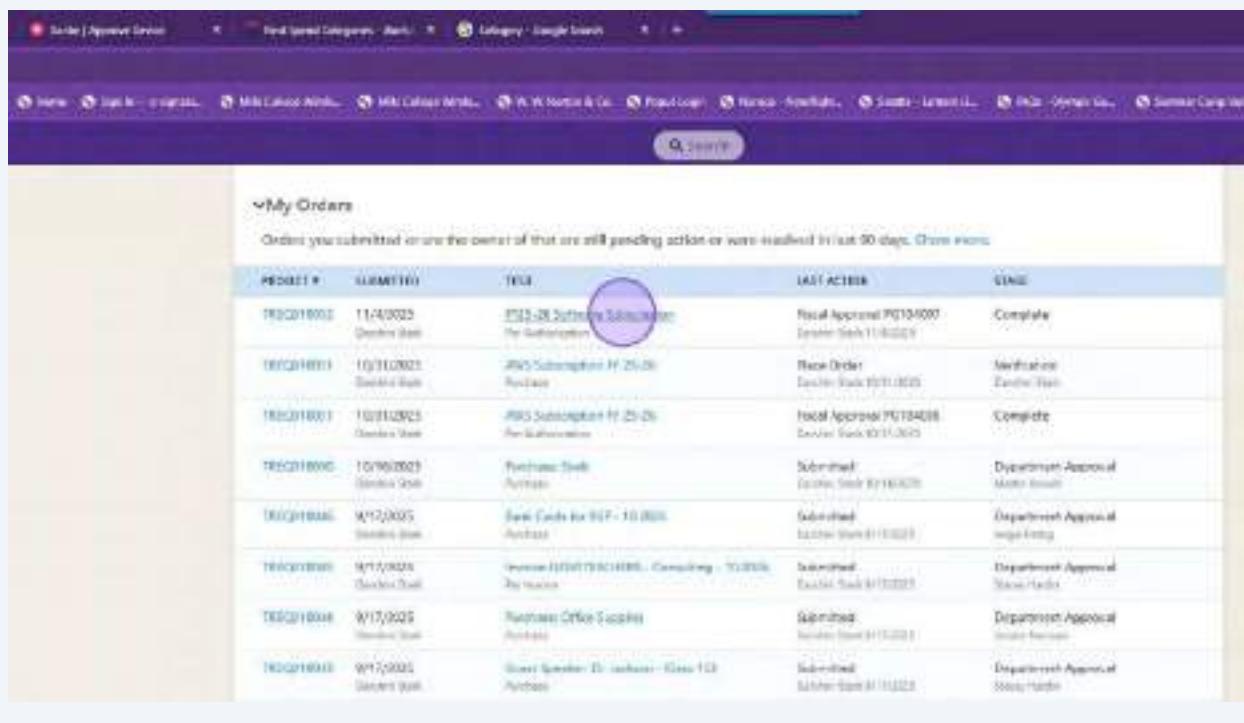
To find orders you've created in the last 90 days, press "My Orders"



The screenshot shows the TREQ system interface. At the top, there is a purple navigation bar with a search bar and several buttons: 'Travel Pre-Authorization', 'Other Pre-Authorization', 'Make a Purchase', 'Travel Reimbursement', 'Other Reimbursement', and 'Pay an Invoice'. Below this, a blue header bar includes 'Needs Action', 'Creating', 'My Orders' (which is highlighted with a purple circle), 'My Trips', 'On Call', and 'Pending'. A yellow banner below the header states '11 orders require your review/approval or are incomplete'. A table titled 'Needs Action' shows two rows of data:

ORDER #	SUBMITTED	INFO	STATUS	ITEMS
TREQ00004	4/9/2024 David Wright	NYC/GBS Community Cup Racing & Participation TRE	Enter in Workday Item 1-4/10/2024	System Up 30 items total
TREQ00005	4/9/2024 David Wright	Invoice to QP - research and update from external consultant, Mike TRE	Enter Approval 4/10/2024 4/9/24-4/10/2024	Enter Workday 30 items total

27 Click on the TREQ you previously created that needs action.

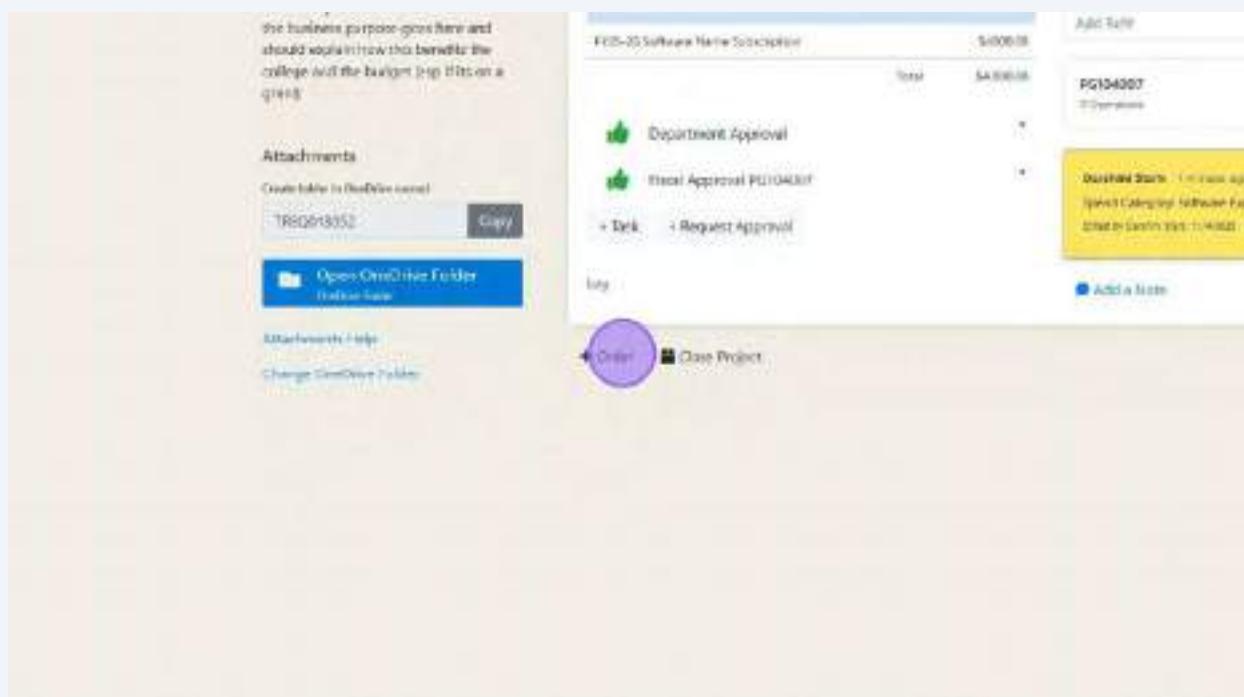


My Orders

Orders you submitted or are the owner of that are still pending action or were modified in last 30 days. [View more](#)

REQUEST #	SUBMITTED	TREQ	LAST ACTION	SEND
TR0218002	11/4/2025 Deadline	ED55-25 Software Subscription The Subscriptions	Fiscal Approval PG104000 Deadline: 11/10/2025	Complete
TR0218003	10/31/2025 Deadline	ED55 Subscription 11/25-26 Purchase	Place Order Deadline: 10/31/2025	Notificatio Deadline
TR0218004	10/31/2025 Deadline	ED55 Subscription 11/25-26 Purchase	Fiscal Approval PG104000 Deadline: 10/31/2025	Complete
TR0218005	10/9/2025 Deadline	Purchase Order Purchase	Submitted Deadline: 10/10/2025	Department Approval Deadline
TR0218006	9/17/2025 Deadline	Bank Cards for 8/17-10/2025 Purchase	Submitted Deadline: 9/17/2025	Department Approval Deadline
TR0218007	9/17/2025 Deadline	Software ED55TERRACONTR- Consulting - 10/2025 Purchase	Submitted Deadline: 9/17/2025	Department Approval Deadline
TR0218008	9/17/2025 Deadline	Business Office Software Purchase	Submitted Deadline: 9/17/2025	Department Approval Deadline
TR0218009	9/17/2025 Deadline	Guest Speaker Dr. Barbara - Class 103 Purchase	Submitted Deadline: 9/17/2025	Department Approval Deadline

28 Click " Order" to add to the Pre-Auth



The business purpose goes here and should explain how this benefits the college and the budget (up to 1000 characters)

Attachments

Create folder in OneDrive account

TR0218002

Open OneDrive Folder

Attachments Help

Change OneDrive Folder

ED55-25 Software Name Subscription

\$4000.00

Add Tax

PG104000

Department Approval

Fiscal Approval PG104000

Add Tax

Request Approval

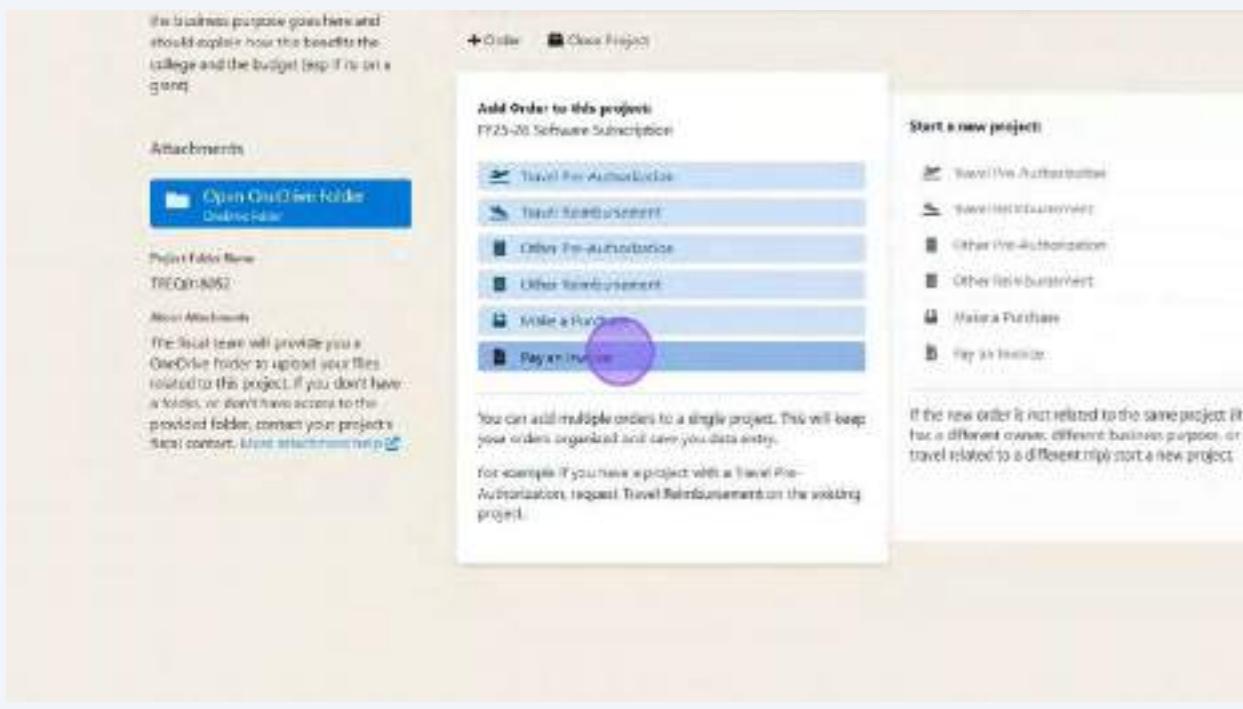
Order

Close Project

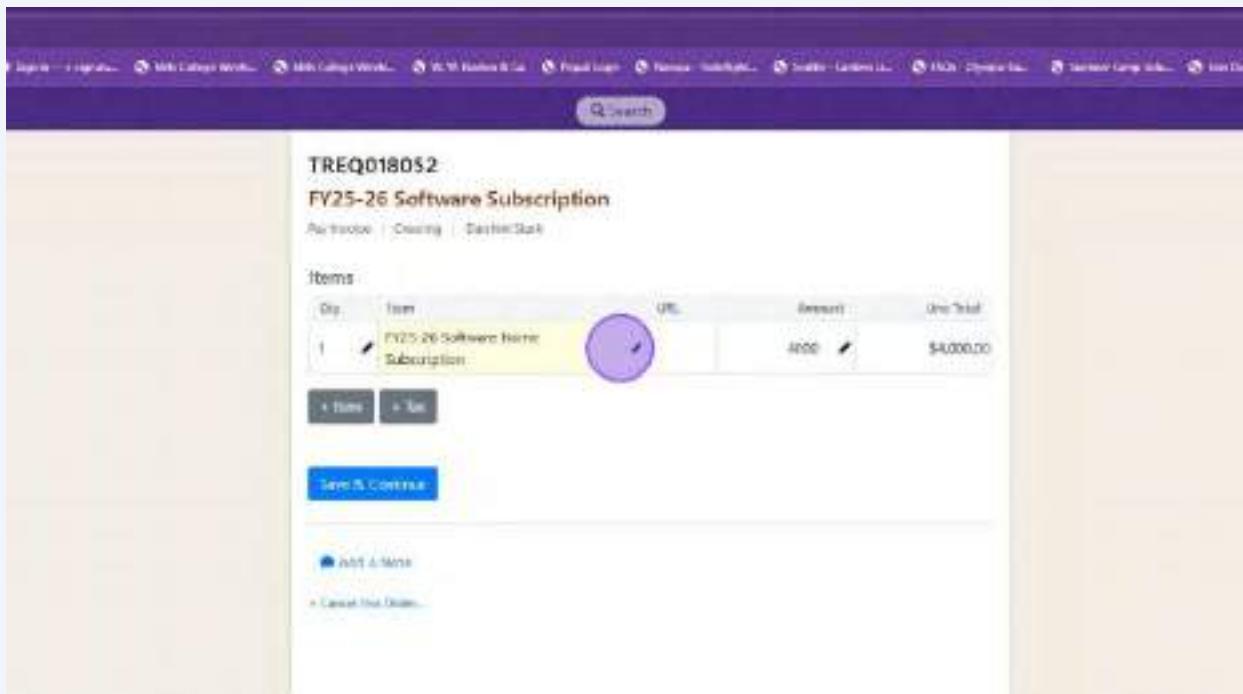
Shared Starts: 11/10/2025  
Shared Category: Software/Facilitate/Software/103-114/0001

Add a Note

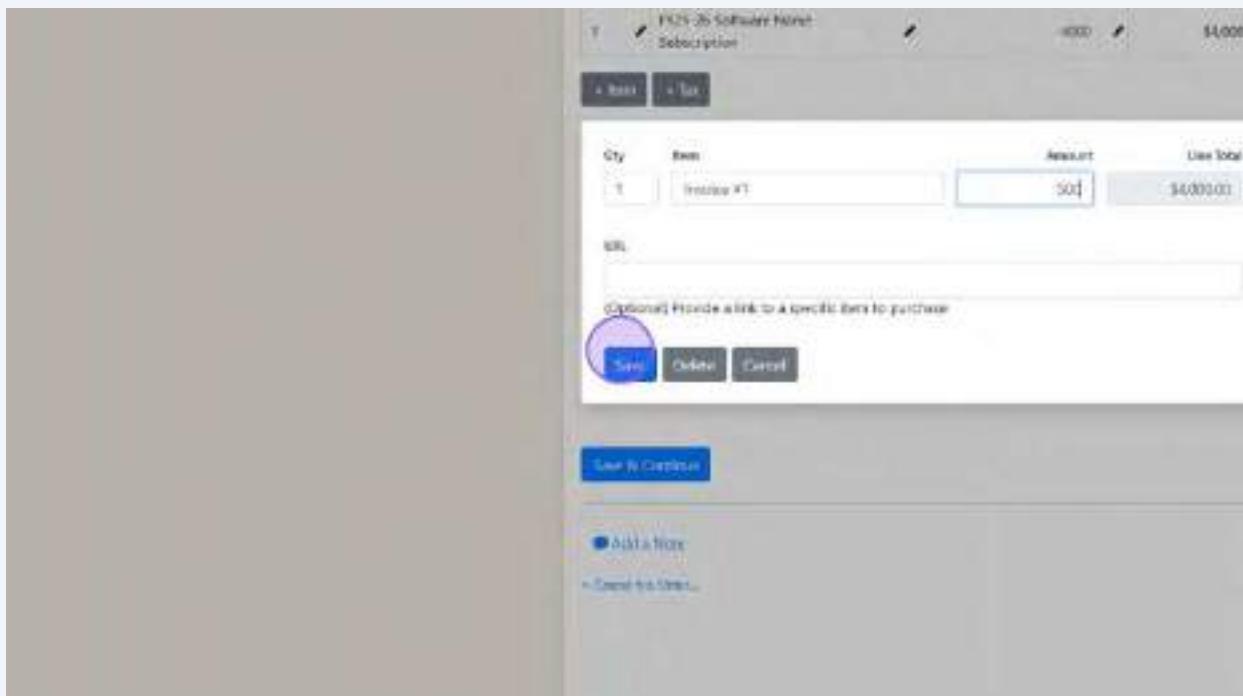
## 29 Click " Pay an Invoice"



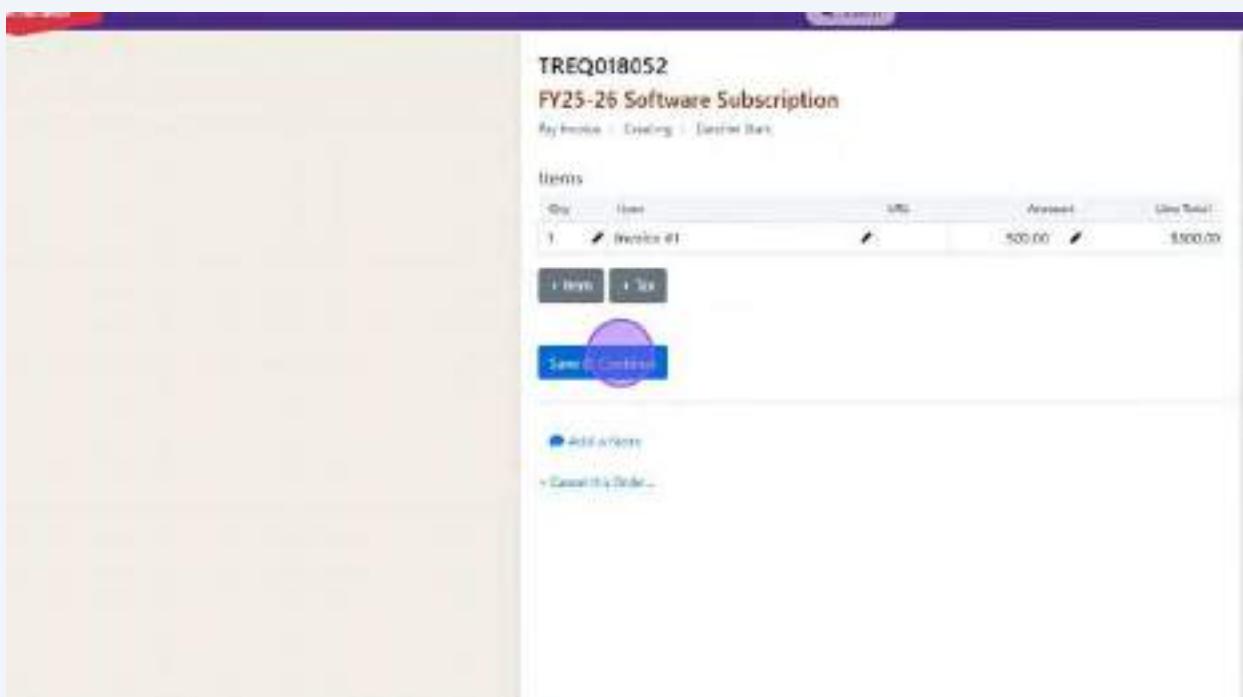
## 30 It will keep the information from the Pre-Auth. To update the line item, click on it and change the information.



31 Click "Save"



32 Click "Save & Continue"



33

Open your TREQ folder by clicking the grey "Copy" button then the "Open OneDrive Folder"

**TREQ018052**  
**FY25-26 Software Subscription**

Copy Link | Delete | Review Task

Upload Attachments

Create folder in OneDrive account

TR0018052

**Copy**

**Open OneDrive Folder**  
(OneDrive)

After you have added any required material to your OneDrive project folder, click 'Done Uploading' to proceed.

**Done Uploading**

**Help: Attachments**

Frequently used material that is needed to process requests in TREQ. For example:

- Requests scanned as PDF files
- Signed Food Policy documents
- Confirmation agendas
- Invoices to be paid

**OneDrive**

To easily managing files easier for you and the fiscal team we are storing files related to TREQ in a OneDrive file share. This gives you drag-and-drop file management, security of stored files online and to share files with your team.

The fiscal officer will designate a specific OneDrive folder you should use for your TREQ materials. A link will be provided to that folder within your TREQ Projects and Orders.

If you don't have a TREQ OneDrive folder yet contact your budget manager to get one set up.

**Project Folder Name:**

Your budget manager will give you instructions for how to organize your TREQ attachments in OneDrive. Generally they want you to create a folder per TREQ project using the Project Number as the folder name. (TREQ Project Number - code: TR0018052).

These folder names are just suggestions. It is up to you to create the folder in OneDrive. If your project has its own organization, understood by your fiscal budget manager, you should continue to use that.

34

To easily pull up the TREQ folder, paste the number in the search bar and press enter.

Category: All files

Search: TREQ018052

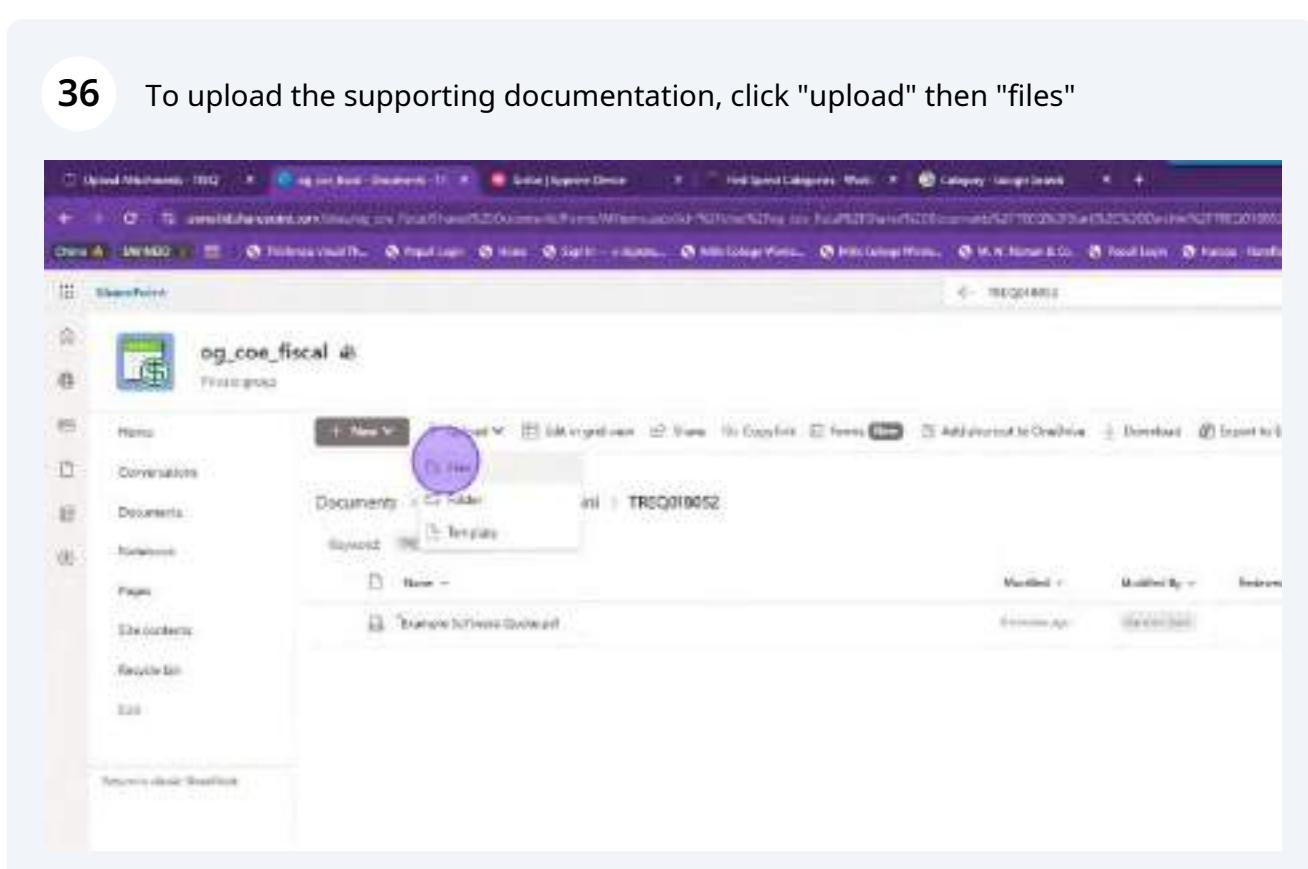
Copy Link | Form | Add item to OneDrive | Download | Export to Excel | Automate | Integrate | Generate | Sync

Created	Modified	Deleted	Type of item	Size	Created
September 1, 2023	September 1, 2023			1.2 MB	September 1, 2023
September 1, 2023	September 1, 2023			1.2 MB	September 1, 2023
September 1, 2023	September 1, 2023			1.2 MB	September 1, 2023
September 1, 2023	September 1, 2023			1.2 MB	September 1, 2023
September 1, 2023	September 1, 2023			1.2 MB	September 1, 2023
September 1, 2023	September 1, 2023			1.2 MB	September 1, 2023
September 1, 2023	September 1, 2023			1.2 MB	September 1, 2023

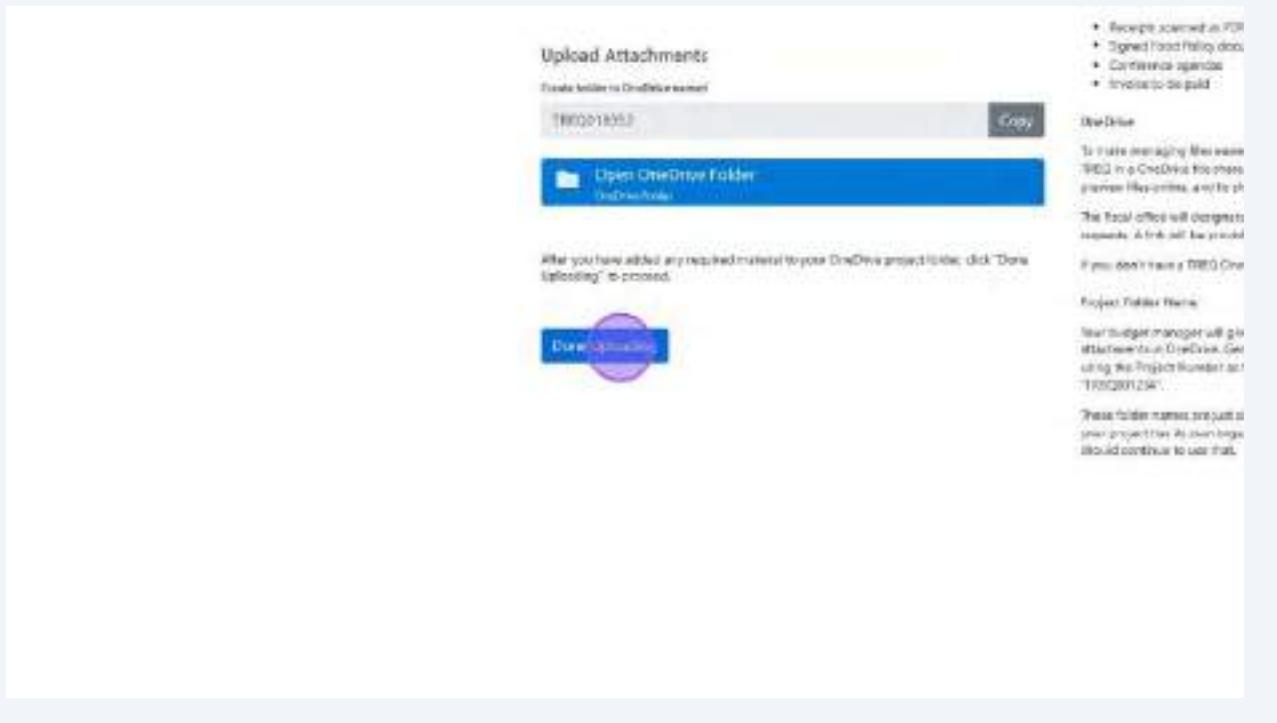
35 Open the TREQ folder.



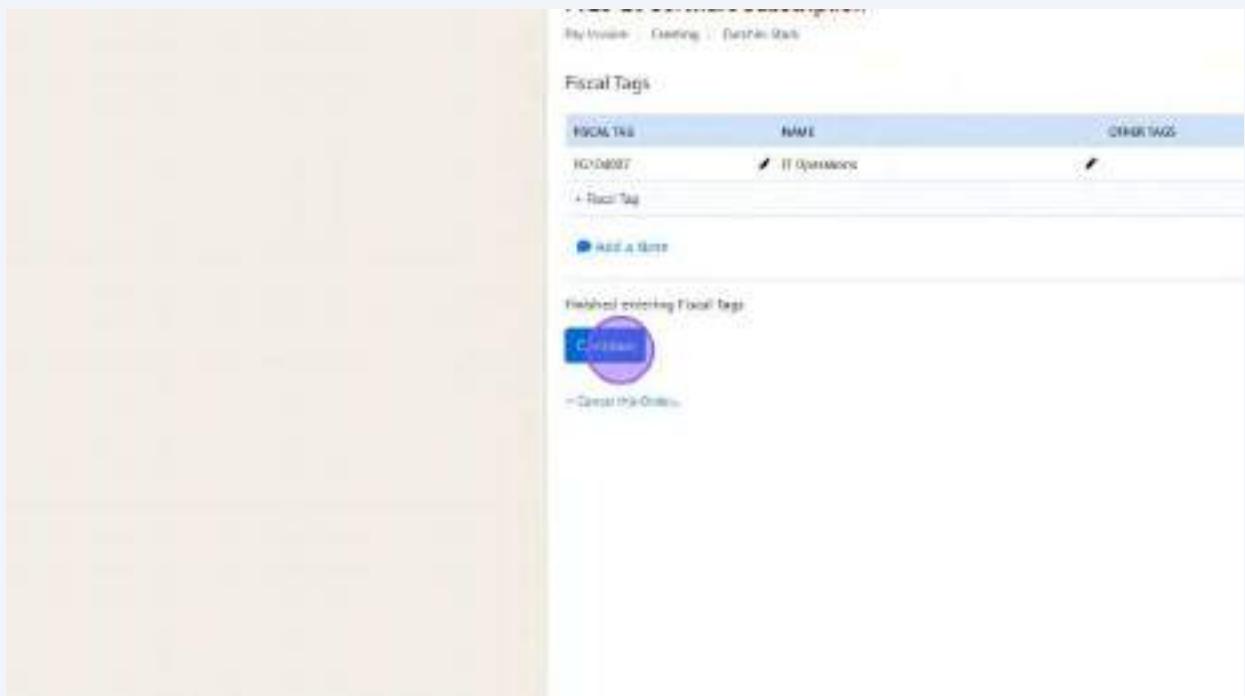
36 To upload the supporting documentation, click "upload" then "files"



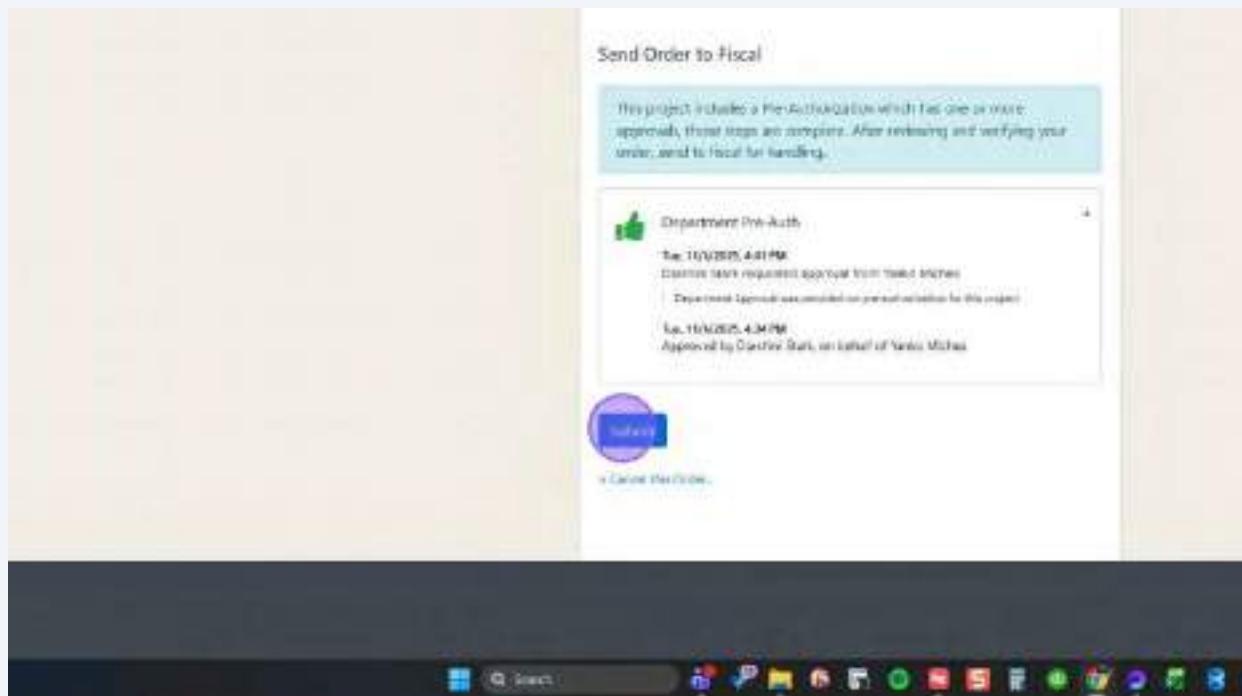
37 Click "Done Uploading" to move on to the next page.



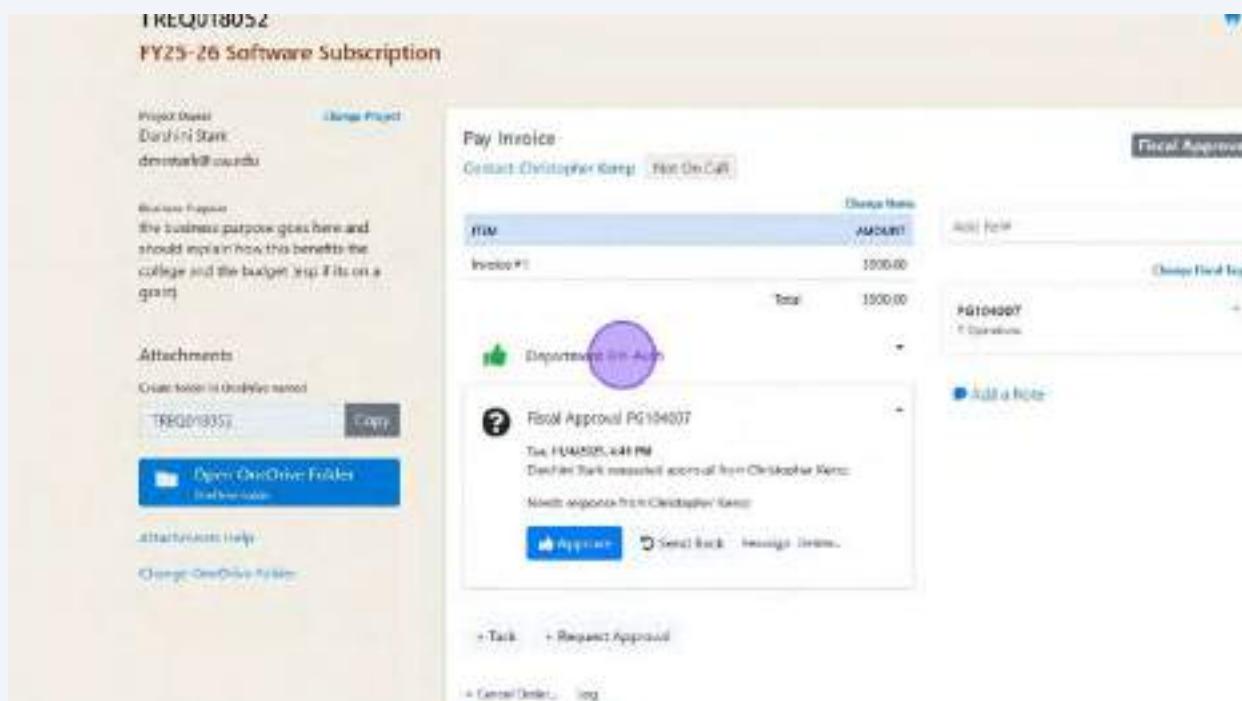
38 If there are no changes to the fiscal tag, click "Continue".



39 Click "Submit" after reviewing.

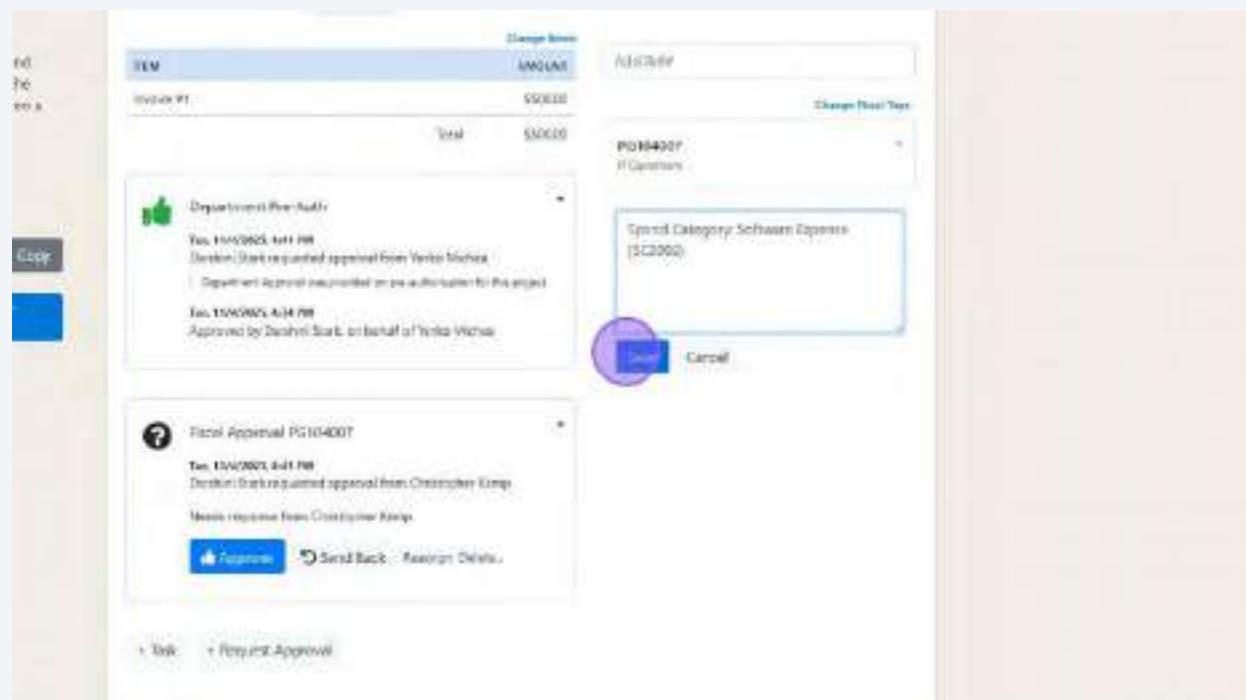


40 Since the Pre-Auth was fully approved, all + orders to it will have the department approval already completed.



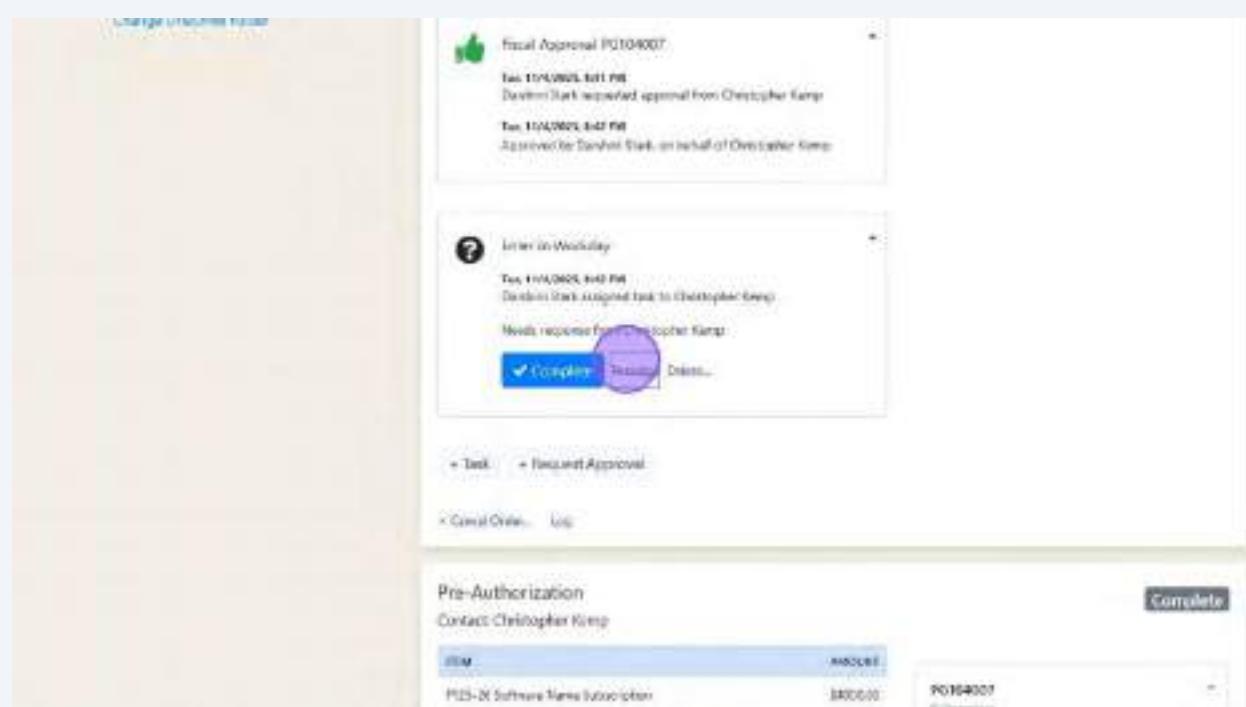
41

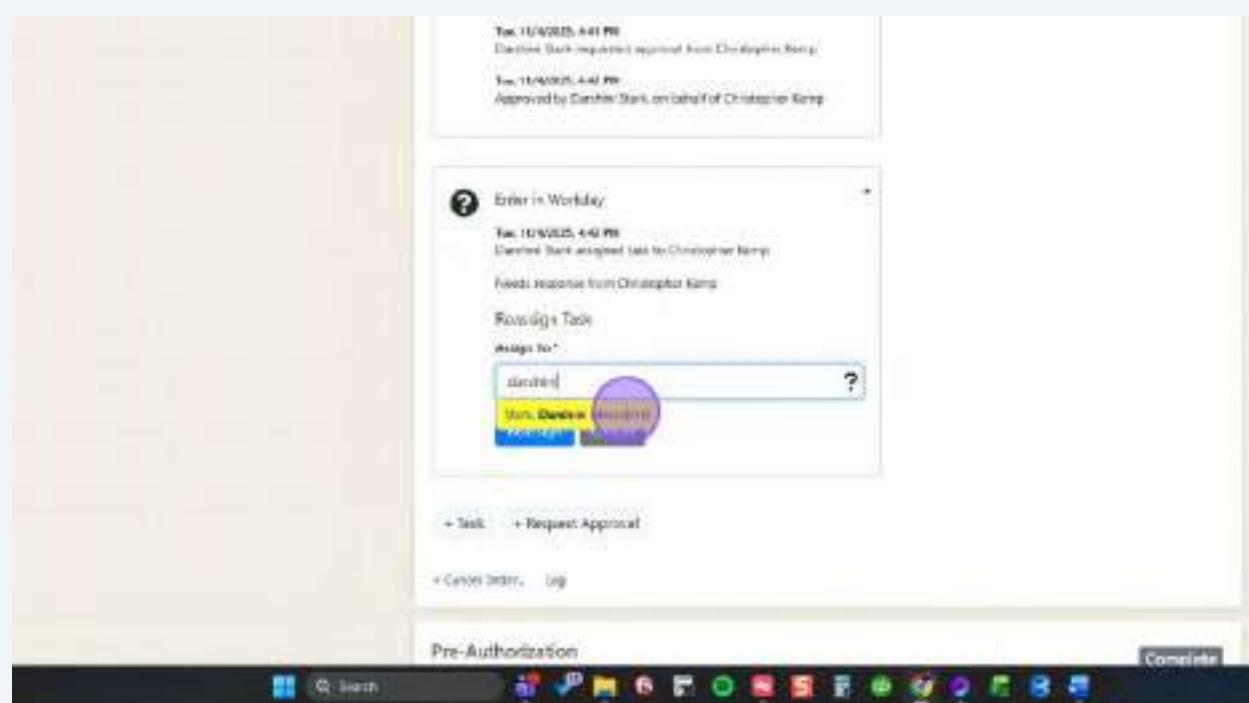
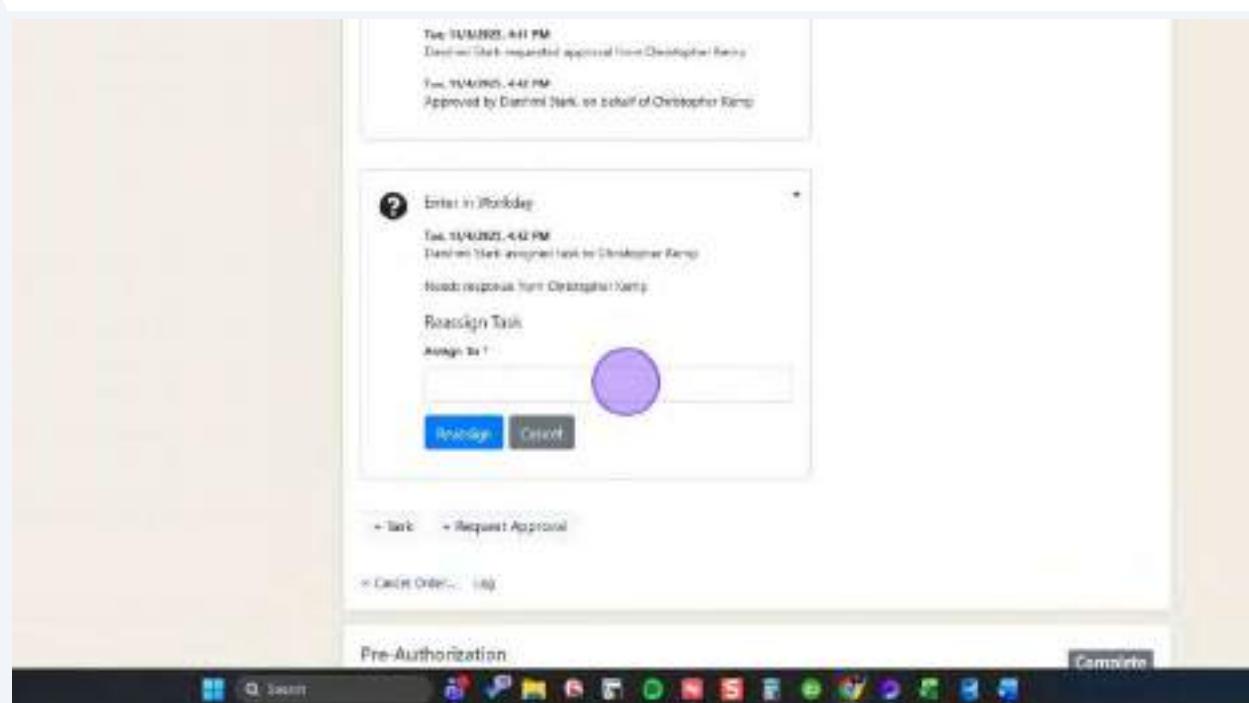
The budget manager will add the spend category before reassigning the TREQ to you.

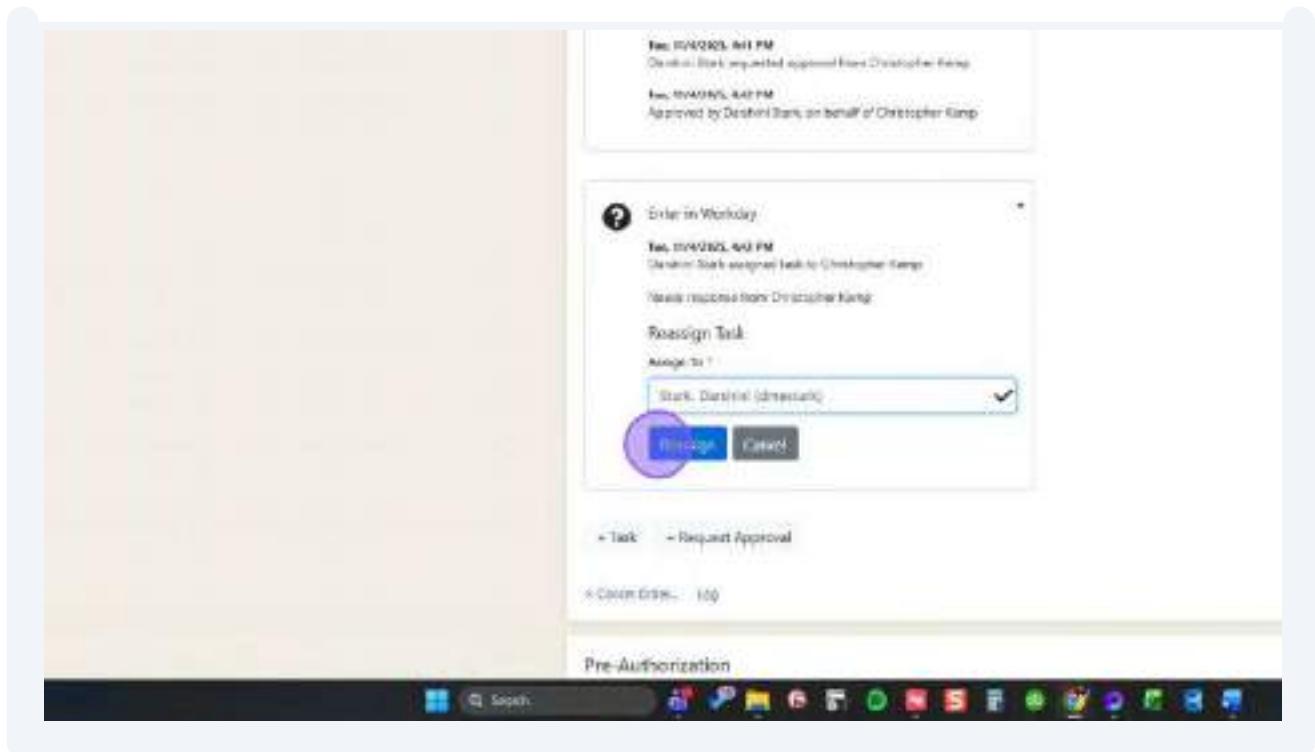


42

The budget manager will reassign the "Enter in Workday" task to you.







## Finding and Verifying a ProCard Charge



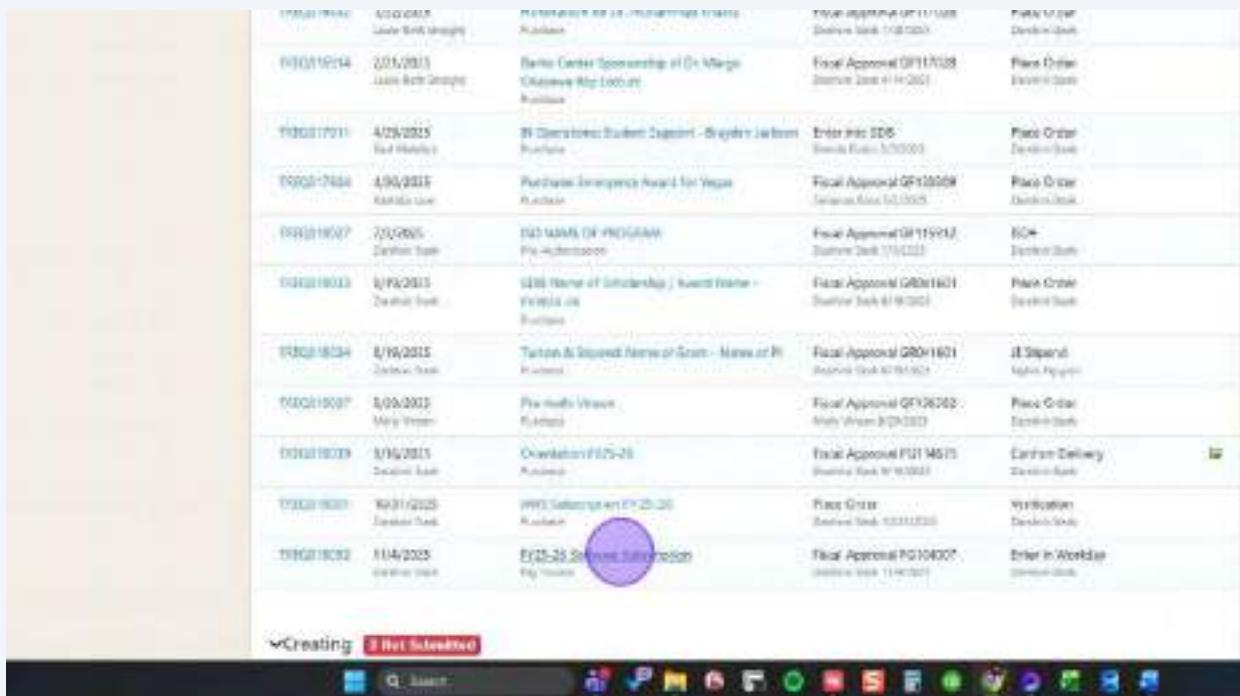
All of your charges should be reassigned to you by the budget manager.

If you can't locate a charge, first confirm that you've created the TREQ for the transaction you're trying to verify.

If it's still missing, check under "My Orders" in TREQ. Any orders you've submitted or own that are pending action or were resolved within the last 90 days will appear there.

43

In your “Needs Action” list, you’ll see any tasks assigned to you that still need to be completed. Click on the TREQ you need to verify to open it.

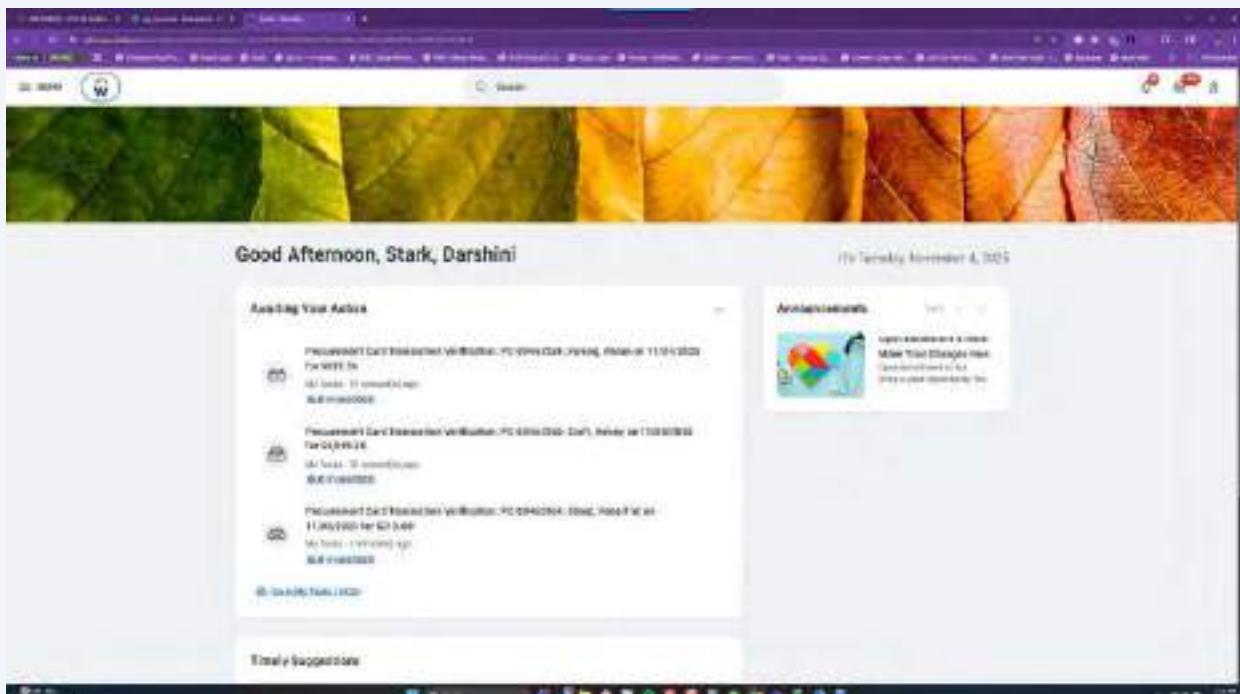


ITEM ID/NAME	ITEM ID/NAME	ITEM ID/NAME	ITEM ID/NAME
ITEM118C01	03/01/2015 Leave Work Request	ITEM118C02	03/01/2015 Leave Work Request
ITEM118C04	2/26/2015 Leave Work Request	ITEM118C05	03/01/2015 Leave Work Request
ITEM118C01	4/29/2015 Leave Work Request	ITEM118C06	03/01/2015 Leave Work Request
ITEM118C04	4/30/2015 Leave Work Request	ITEM118C07	03/01/2015 Leave Work Request
ITEM118C07	7/3/2015 Leave Work Request	ITEM118C08	03/01/2015 Leave Work Request
ITEM118C03	8/16/2015 Leave Work Request	ITEM118C09	03/01/2015 Leave Work Request
ITEM118C04	8/19/2015 Leave Work Request	ITEM118C10	03/01/2015 Leave Work Request
ITEM118C07	8/26/2015 Leave Work Request	ITEM118C11	03/01/2015 Leave Work Request
ITEM118C09	8/31/2015 Leave Work Request	ITEM118C12	03/01/2015 Leave Work Request
ITEM118C03	9/31/2015 Leave Work Request	ITEM118C13	03/01/2015 Leave Work Request
ITEM118C02	10/4/2015 Leave Work Request	ITEM118C14	03/01/2015 Leave Work Request

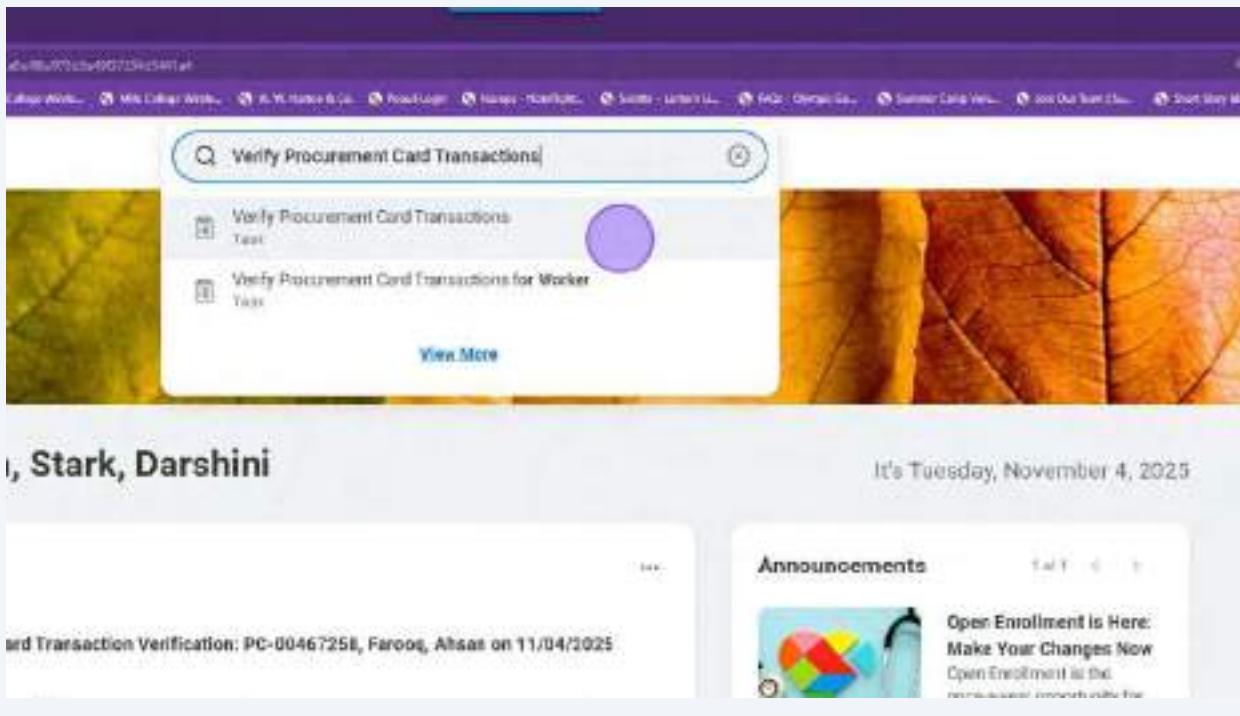
44

Navigate to <https://wd5.myworkday.com/uw/d/home.html#>

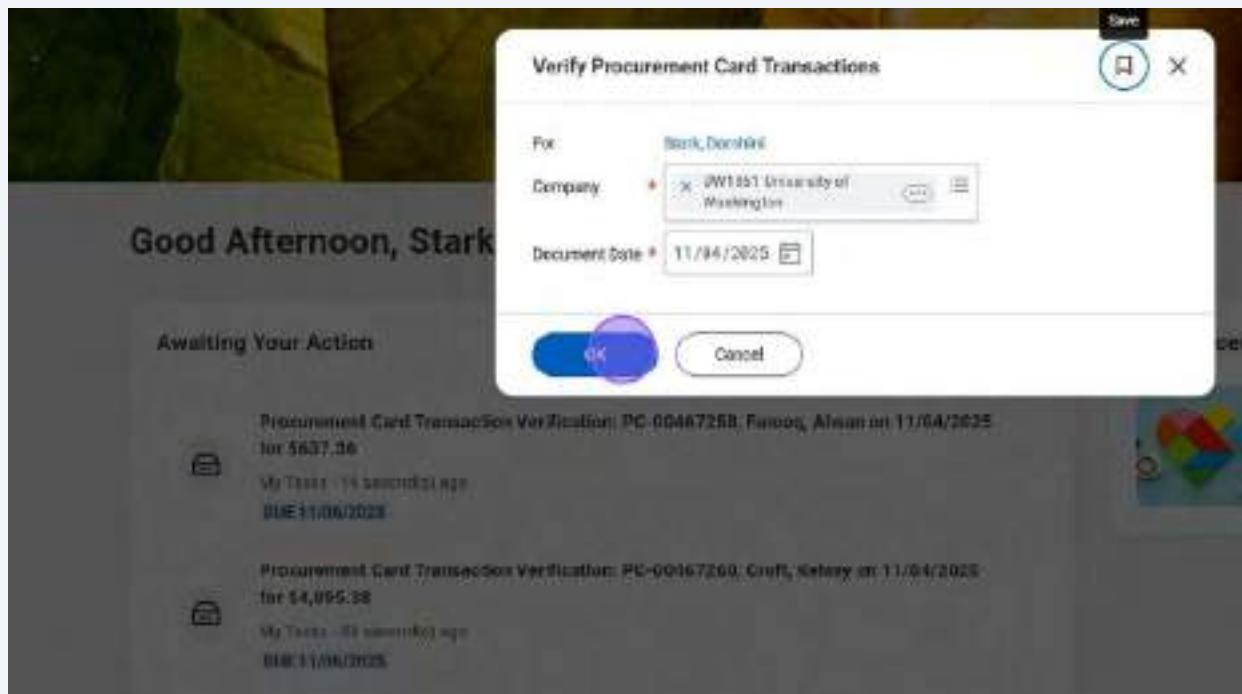
45 Press **Ctrl + V**



46 Click "Verify Procurement Card Transactions Task"



47 Click "OK"



48 Select the transaction that needs to be verified

Verify Procurement Card Transactions

For: Stark, DeShawn

Company: University of Washington

Document Date: 11/04/2025

Select All

Index	Received	Transaction Date	Corporate Credit Card Account	Company	Method Used	Charge Description	Billing Date
13	10	11/04/2025	12345678901234567890	University of Washington	High-End Meal Catering	0000000000000000	11/04/2025

49 Click "OK"

Select	Transaction	Transaction Date	Coyote Credit Card Account	Company	Merchant Name
<input checked="" type="checkbox"/>	01	07/26/2023	JPMC Pro Card Account 37051	UW Health University of Washington	VIP GOURMET CATERING



50 Click the "Supplier" field and search for Supplier/Vendor from the dropdown.

1,175.00 USD 

**Edit Summary**

**Transaction**

Credit Card Transaction \* 07/26/2023 5260565 1,175.00 USD

Transaction Date	07/26/2023
Charge Description	5260565
Supplier	 <input type="button" value="..."/>
Purchase Order	<input type="button" value="..."/>
Supplier Contract	<input type="button" value="..."/>

**Transaction Details 1 item**

 <input type="button" value="Print"/>	<input type="button" value="Business Procurement List"/>	<input type="button" value="Report view"/>
--	--	--

**51** Select correct Supplier.

If the supplier does not exist or you are uncertain of the correct supplier, leave it blank.

action	Amount		
Card Transaction <small>* 07/26/2013 5260565 1,175.03 USD</small>	Remaining Transaction		
Creation Date	Credit Card Transaction		
Description	Transaction Currency		
<input checked="" type="checkbox"/> GOURMONDO CATERING CO	Sales Tax Collected		
<input type="checkbox"/> GOURMONDO CATERING CO	Default Tax Option		
	Default Tax Code		
Contract	Tax Amount		
Item Details: 1 item			
Company	Business Document Line	Item and Category	Tax
		Item	Tax Exemption

52

Review if sales tax was collected on the purchase. If it was collected, check the Sales Tax Collected option in the header area.

If the correct tax was not collected, select Calculate Self-Assessed Tax in the Default Tax Option field, and then select the correct Default Tax Code.

Amount	
Remaining Transaction Amount to Verify	0.00
Credit Card Transaction Amount	1,175.00
Transaction Currency	USD
Sales Tax Collected	<input checked="" type="checkbox"/>
Default Tax Option	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="select one"/>
Default Tax Code	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>
Tax Amount	0.00

---

✓ Category	Tax	Tax Recoverability	Tax Option
------------	-----	--------------------	------------

53

Type a description of the purchase.

Business Document Line	Item and Category	Tax																
	<table><tr><td>Item</td><td><input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/></td><td>Tax Applicability</td><td><input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/></td></tr><tr><td>Line Item Description</td><td><input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/></td><td>Tax Code</td><td><input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/></td></tr><tr><td>Commodity Code</td><td></td><td></td><td></td></tr><tr><td>Spend Category</td><td><input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/></td><td></td><td></td></tr></table>	Item	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>	Tax Applicability	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>	Line Item Description	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>	Tax Code	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>	Commodity Code				Spend Category	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>			
Item	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>	Tax Applicability	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>															
Line Item Description	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>	Tax Code	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>															
Commodity Code																		
Spend Category	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="..."/>																	

54 Search the Spend Category from the dropdown menu.

The screenshot shows a software interface with a search bar for "Line Item Description" containing the text "Gourmondo Catering Order". Below it is a dropdown menu for "Spend Category" with a purple circular placeholder icon. The interface has a light blue header and a white body.

55 Select the appropriate Spend Category.

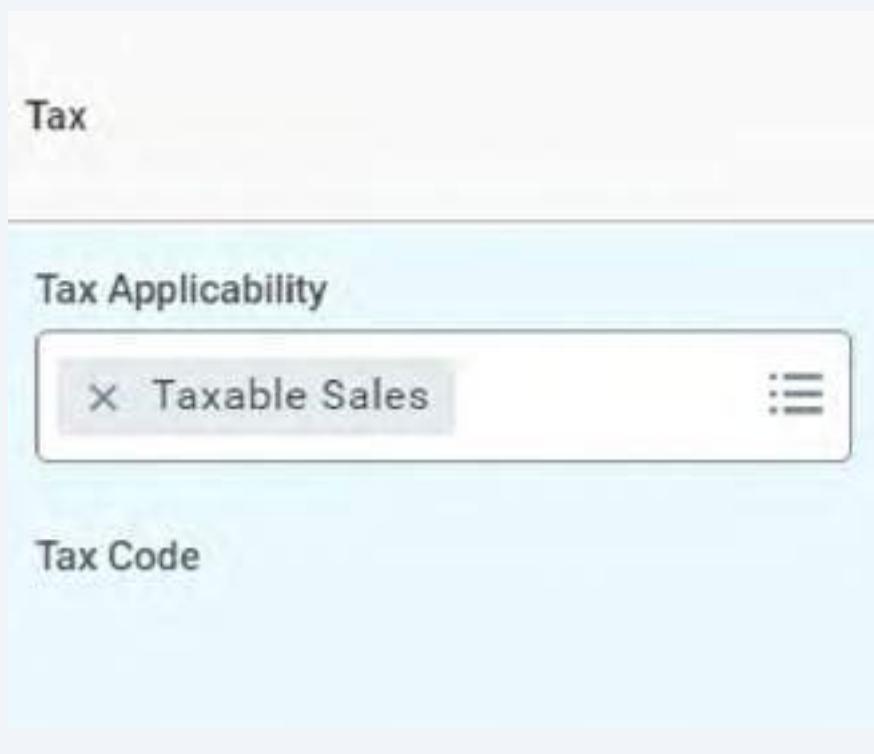
The screenshot shows a software interface with a search results list for "Spend Category". The results are displayed in a table with columns for "Business Document Line", "Item and Category", and "Tax". The "Item and Category" column shows a list of items with radio buttons. The first item, "Catering And Prepared Food (SC1152)", has a purple circular placeholder icon and is highlighted. The table has a light blue header and a white body.

Business Document Line	Item and Category	Tax												
	<table border="1"><thead><tr><th>Item</th><th>Tax Applicability</th></tr></thead><tbody><tr><td>Search Results (4)</td><td></td></tr><tr><td><input checked="" type="radio"/> Catering And Prepared Food (SC1152) <span style="color: orange;">[edit]</span></td><td></td></tr><tr><td><input type="radio"/> Catering And Prepared Food Recharge (SC2129)</td><td></td></tr><tr><td><input type="radio"/> Catering And Prepared Food Recovery (SC2130)</td><td></td></tr><tr><td><input type="radio"/> Food Expense (SC1078)</td><td></td></tr></tbody></table>	Item	Tax Applicability	Search Results (4)		<input checked="" type="radio"/> Catering And Prepared Food (SC1152) <span style="color: orange;">[edit]</span>		<input type="radio"/> Catering And Prepared Food Recharge (SC2129)		<input type="radio"/> Catering And Prepared Food Recovery (SC2130)		<input type="radio"/> Food Expense (SC1078)		
Item	Tax Applicability													
Search Results (4)														
<input checked="" type="radio"/> Catering And Prepared Food (SC1152) <span style="color: orange;">[edit]</span>														
<input type="radio"/> Catering And Prepared Food Recharge (SC2129)														
<input type="radio"/> Catering And Prepared Food Recovery (SC2130)														
<input type="radio"/> Food Expense (SC1078)														

56

When you choose a spend category, the Tax applicability will auto-populate.

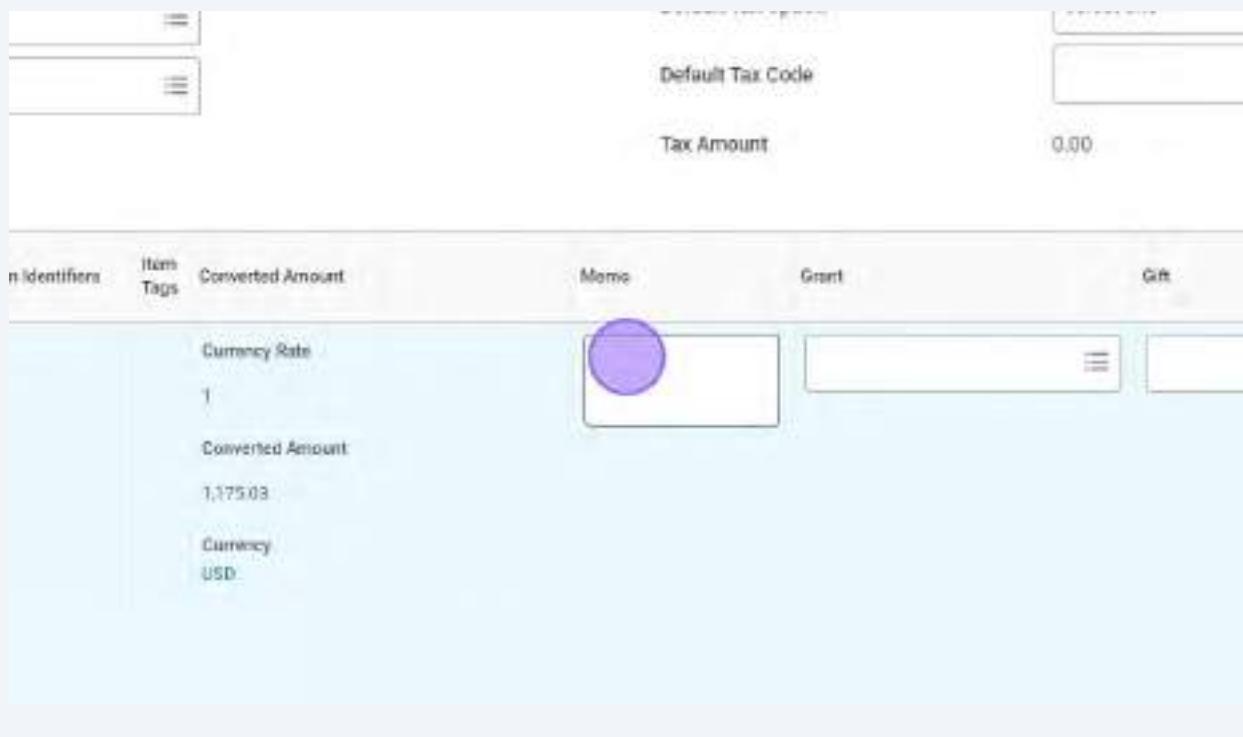
If you select Calculate Self-Assessed Tax, you must choose the appropriate city tax.



57

Scroll to the right and enter additional information in the Memo field:

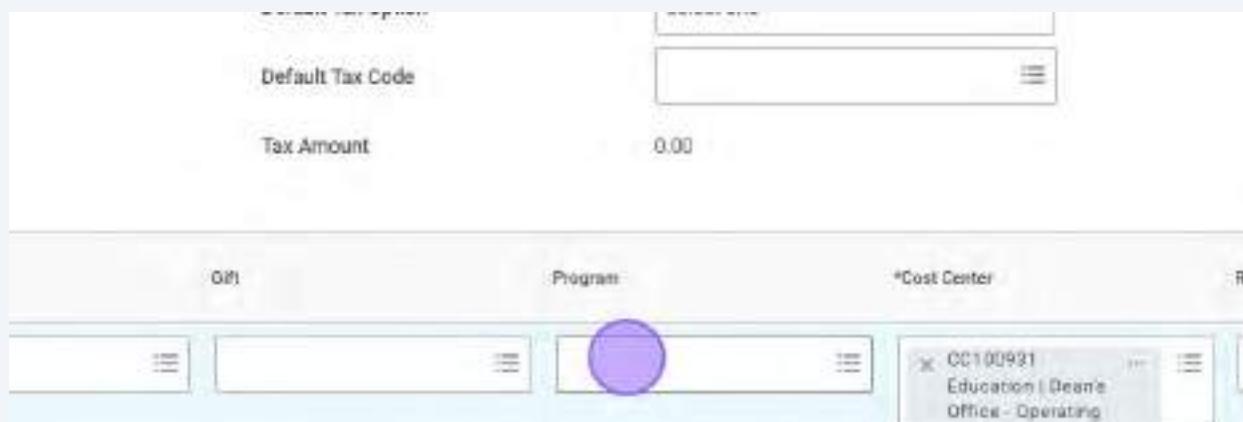
- Enter TREQ#
- Concise Business Purpose
- If supplier is not listed, enter Supplier Name
- Other relevant information, if needed



The screenshot shows a software interface with a 'Default Tax Code' field and a 'Tax Amount' field set to 0.00. Below this, there are sections for 'Identifiers', 'Item Tags', 'Converted Amount', 'Memo', 'Grant', and 'Gift'. The 'Converted Amount' section displays a 'Currency Rate' of 1 and a 'Converted Amount' of 1,175.03, with 'Currency' set to USD. The 'Memo' field is highlighted with a purple circle.

58

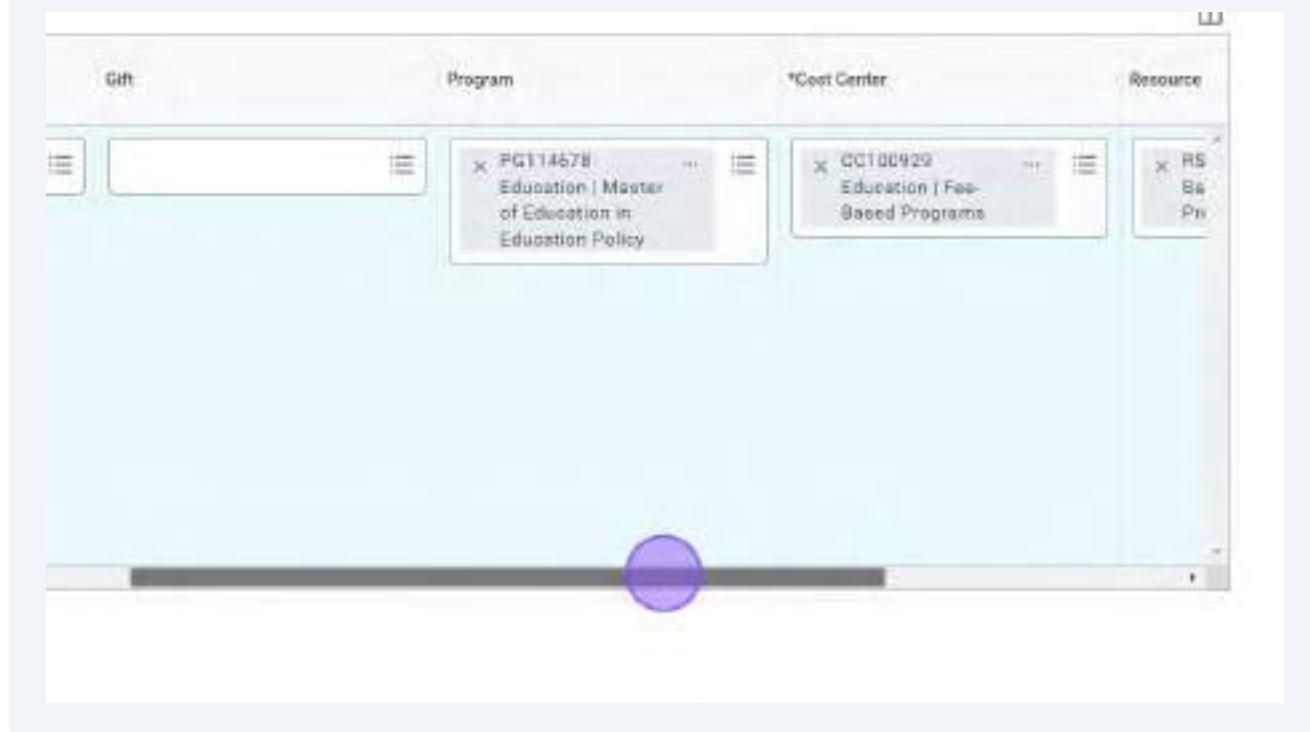
Enter the Program, Grant, or Gift funding Worktag.



The screenshot shows a software interface with a 'Default Tax Code' field and a 'Tax Amount' field set to 0.00. Below this, there are sections for 'Gift', 'Program', and '#Cost Center'. The '#Cost Center' field is highlighted with a purple circle and displays the value 'CC100931 Education | Dean's Office - Operating'.

59

Once you have entered the Worktag, scroll all the way to the right and add any additional funding worktags that may be needed in the Additional worktags field.

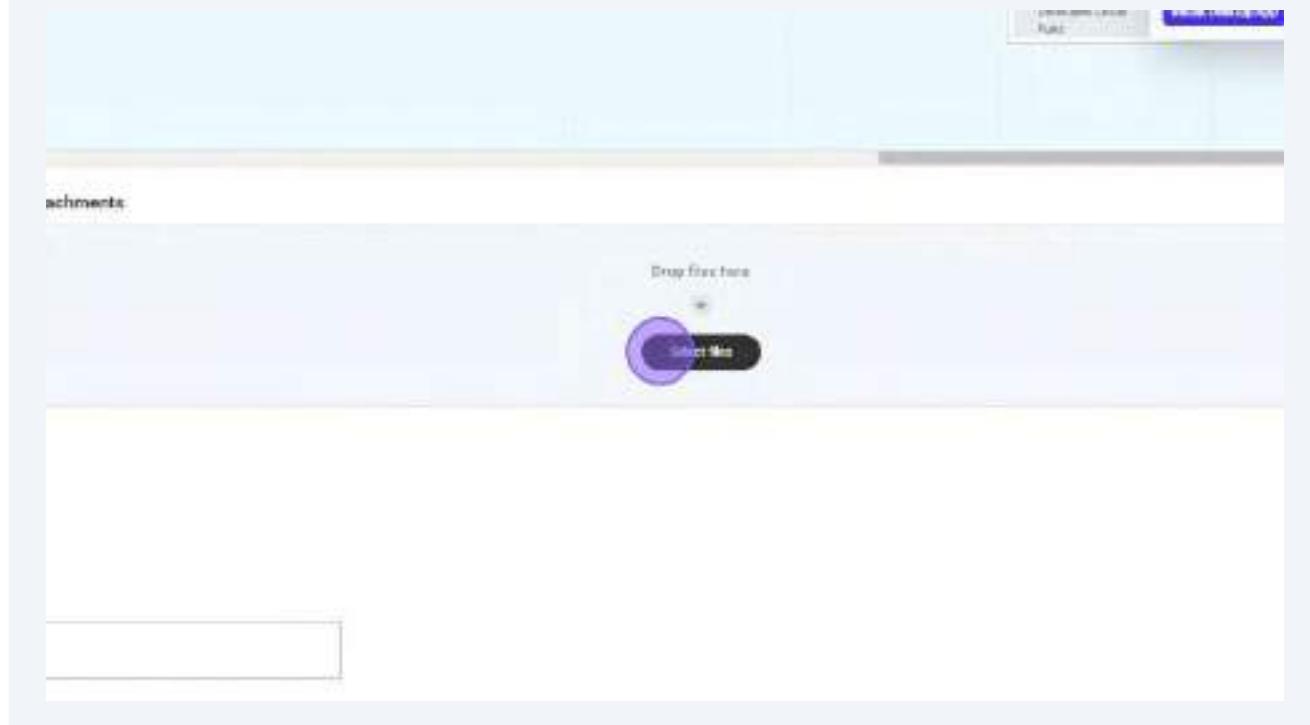


60

Add the receipt packet by clicking Select files or dragging and dropping the file to the field.

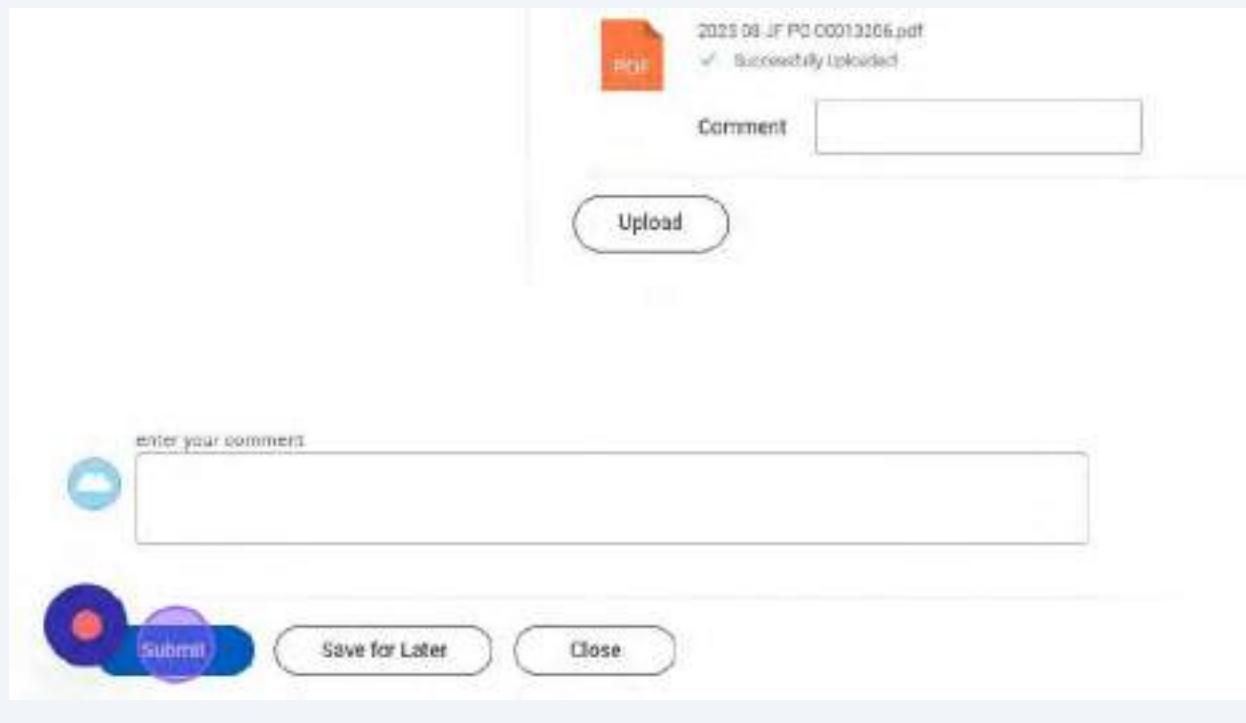
The PDF file should include:

- a. An Approved TREQ
- b. Receipt or Invoice (proof of payment)
- c. Delivery Confirmation (Task or Note Added to TREQ or Packing Slip)
- d. If food was purchased - Agenda and/or List of Attendees
- e. Other supporting documentation: contract, scope of work, etc.



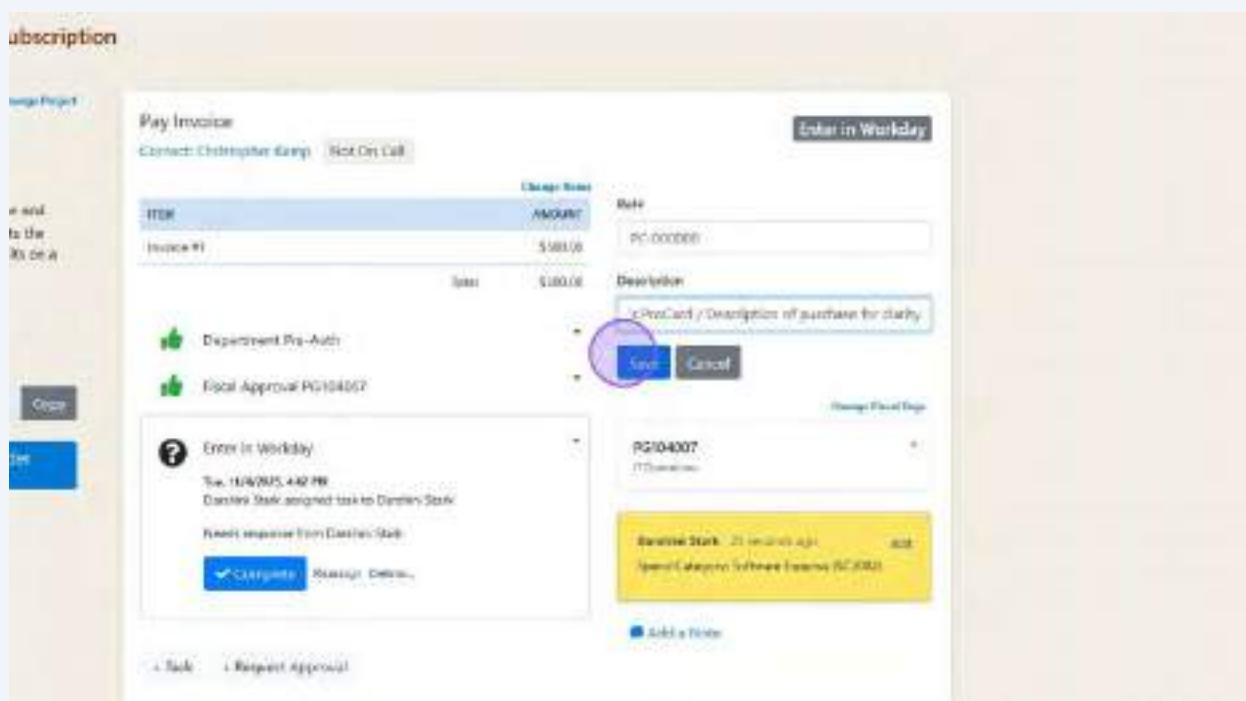
61

Review transaction details to ensure that information is accurately entered. Click "Submit"

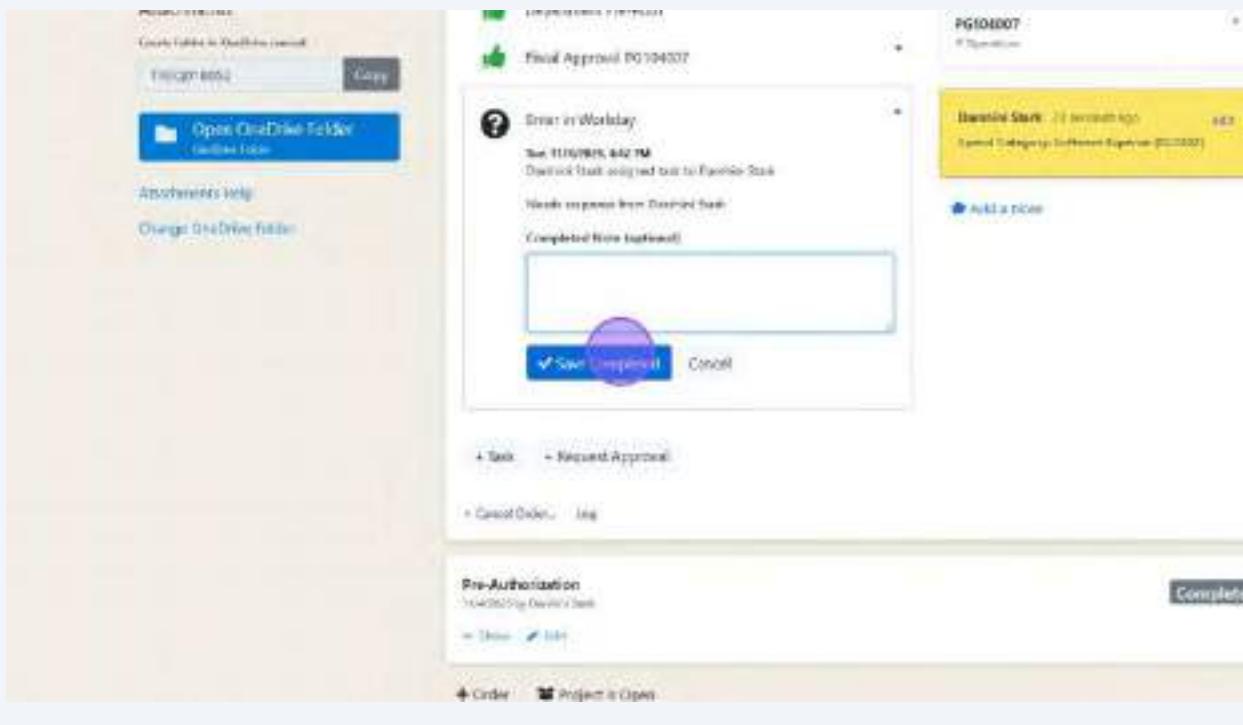


62

Add the PC number from Workday in the "Add Ref#" box. If you do not see this box, add it as a note instead.

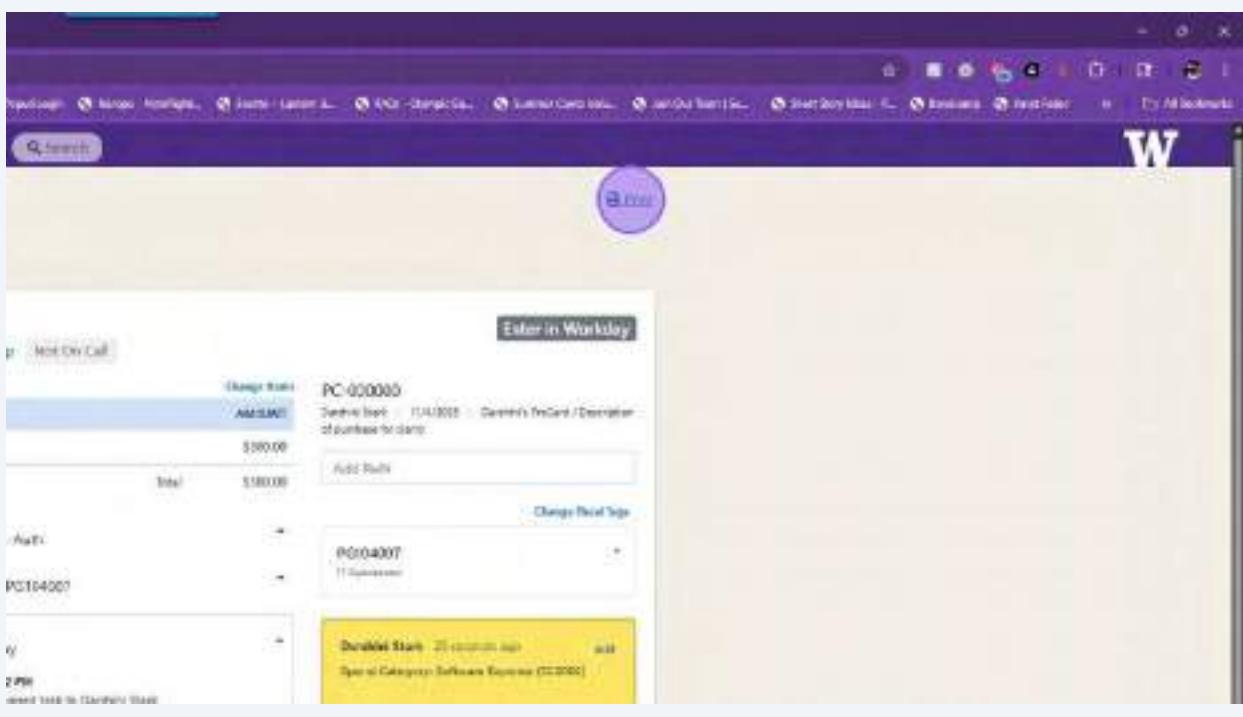


63 Complete the "Enter in Workday" task once you've verified the charge in Workday.

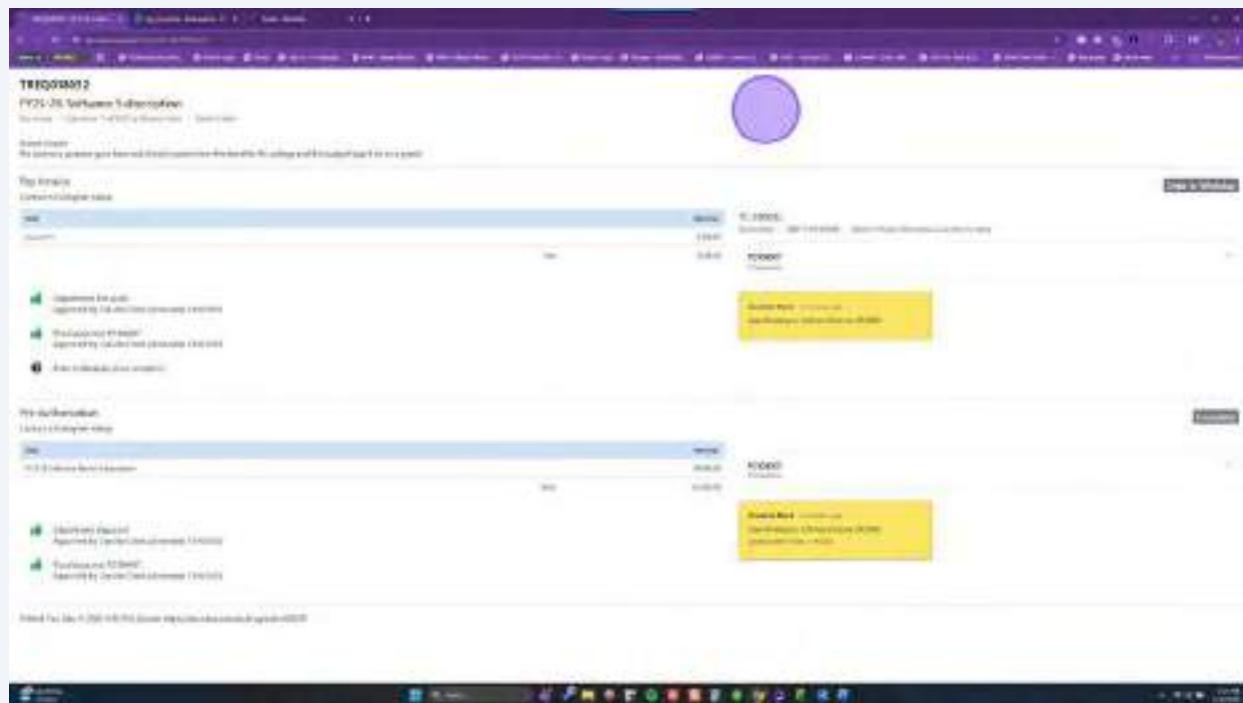


## How to Make a ProCard Packet

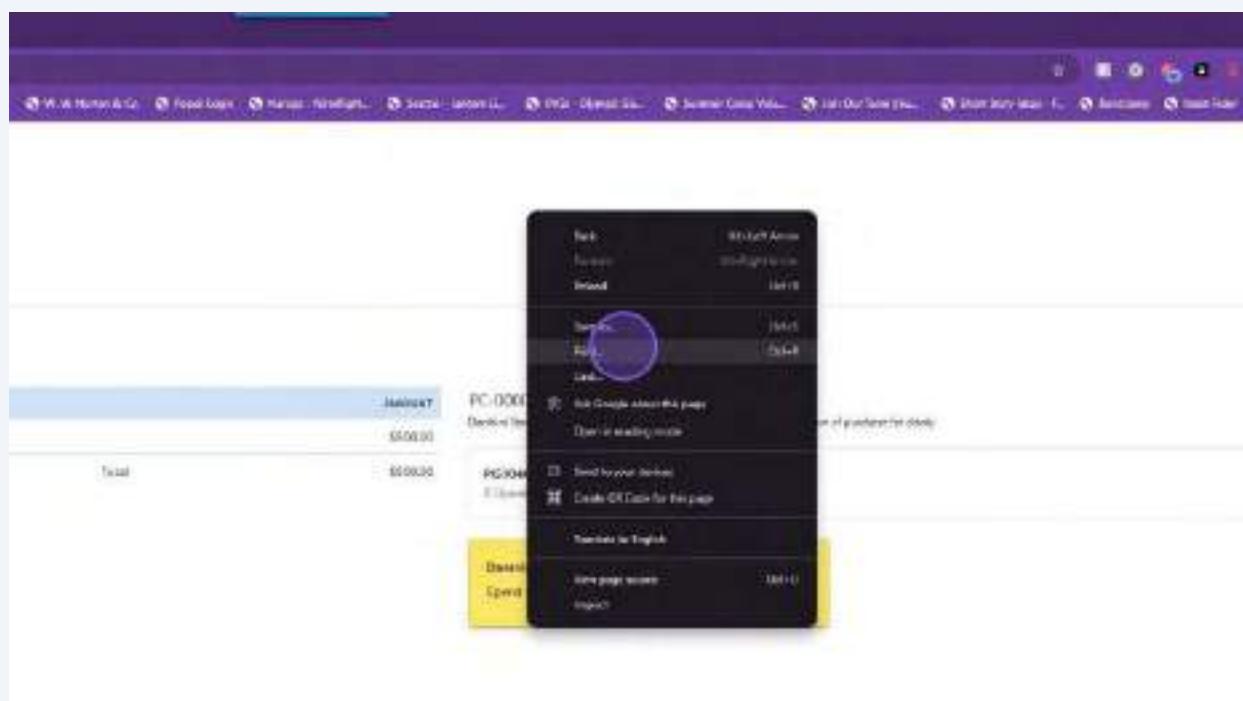
64 Click " Print" in the top right corner.



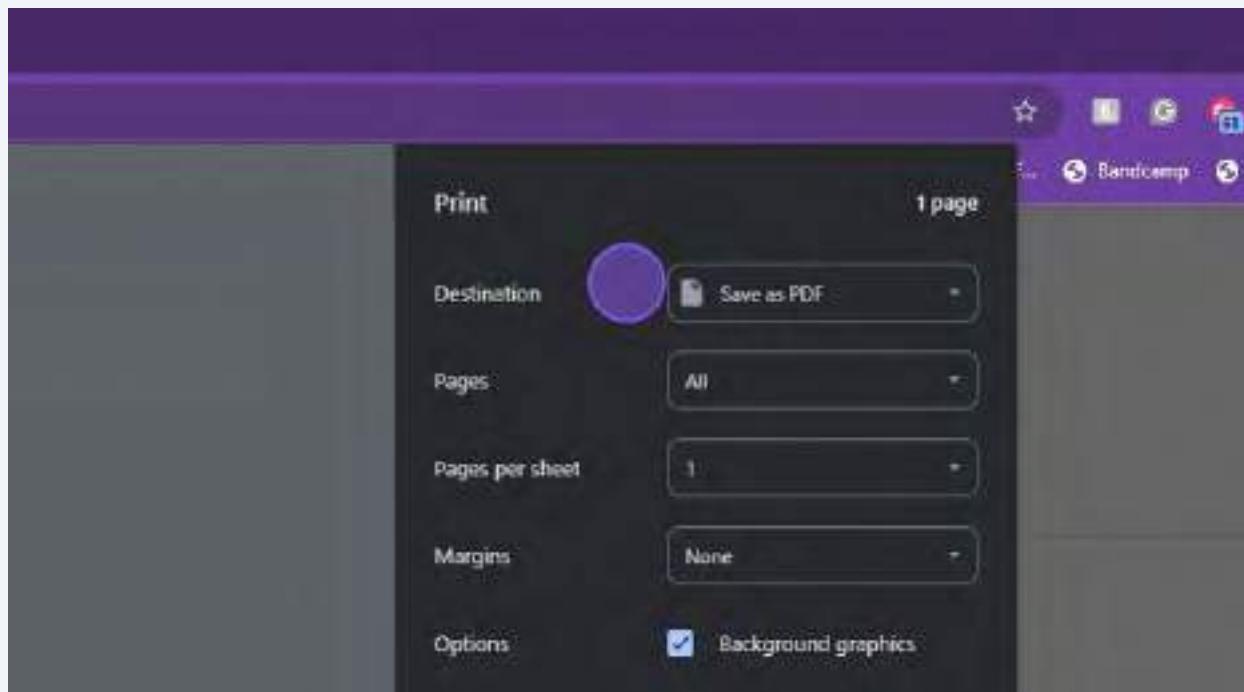
**65** Right click on the page to open a menu.



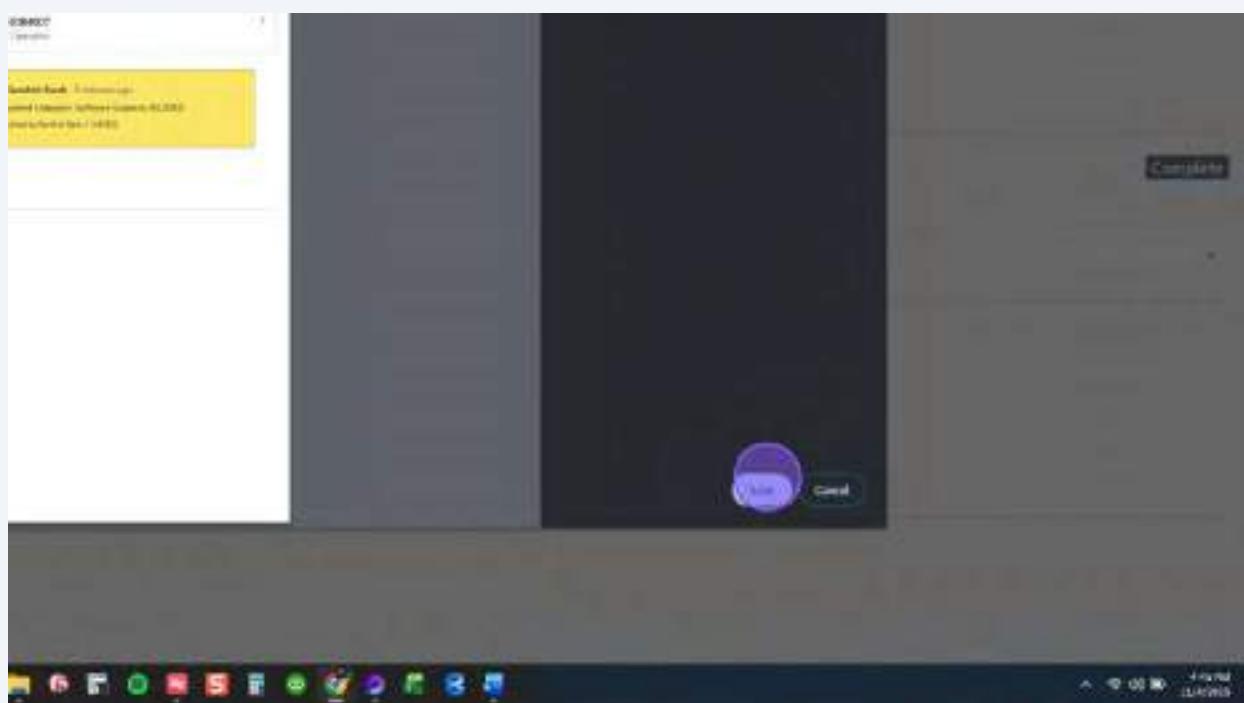
66 Click "Print... Ctrl+P"



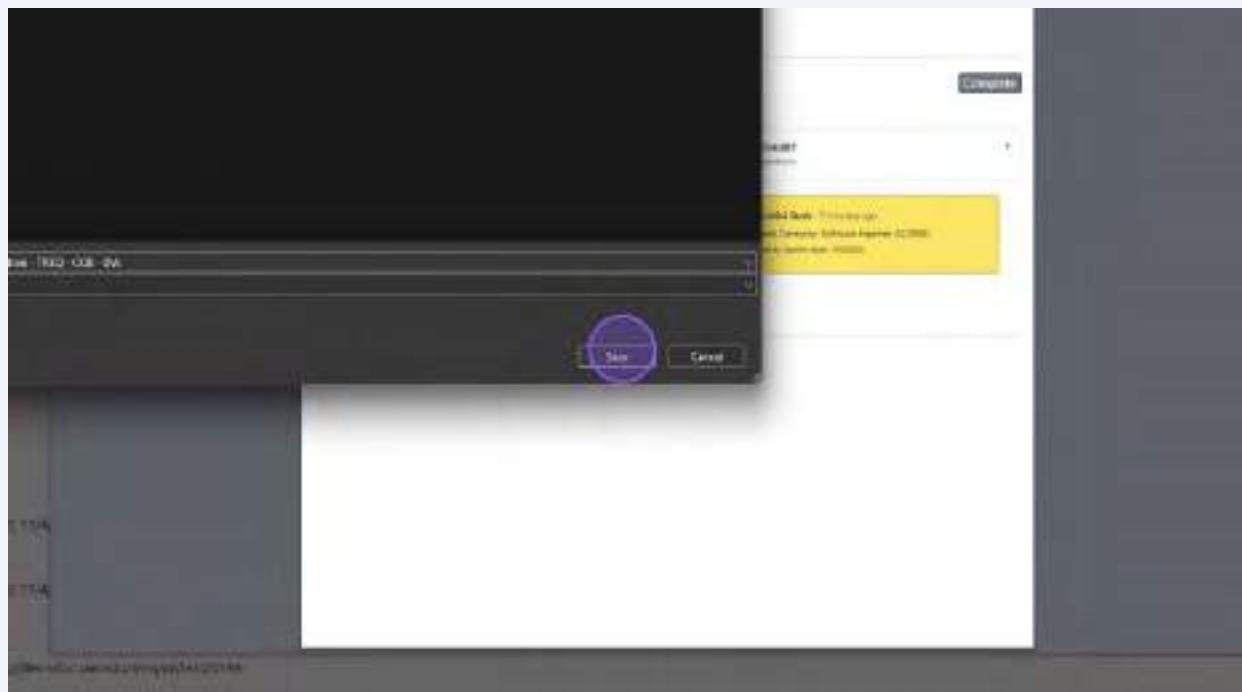
67 Make sure the destination is set as "Save as PDF".



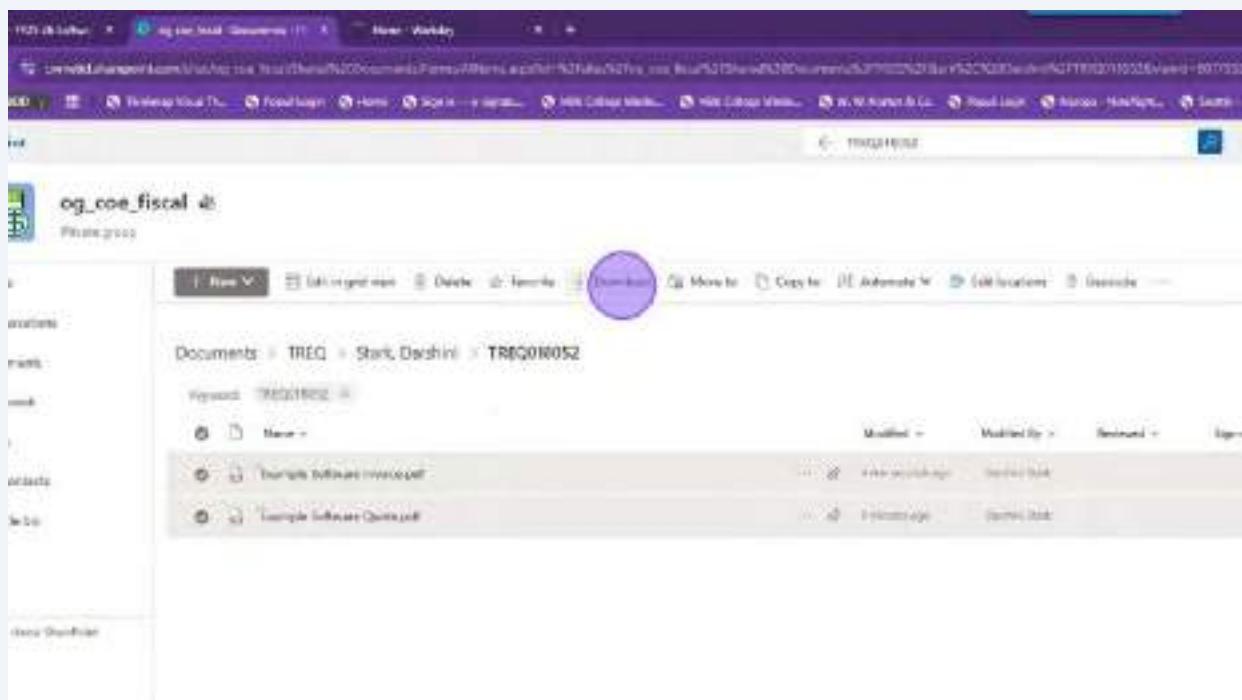
68 Click "Save"



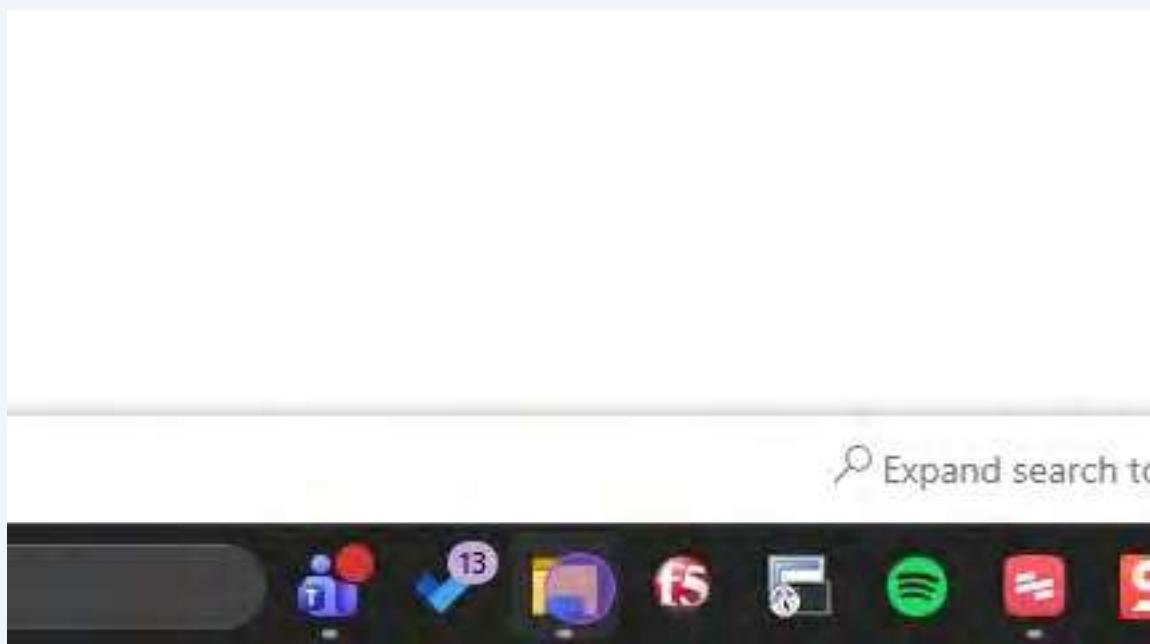
69 Save the PDF wherever you'd prefer.



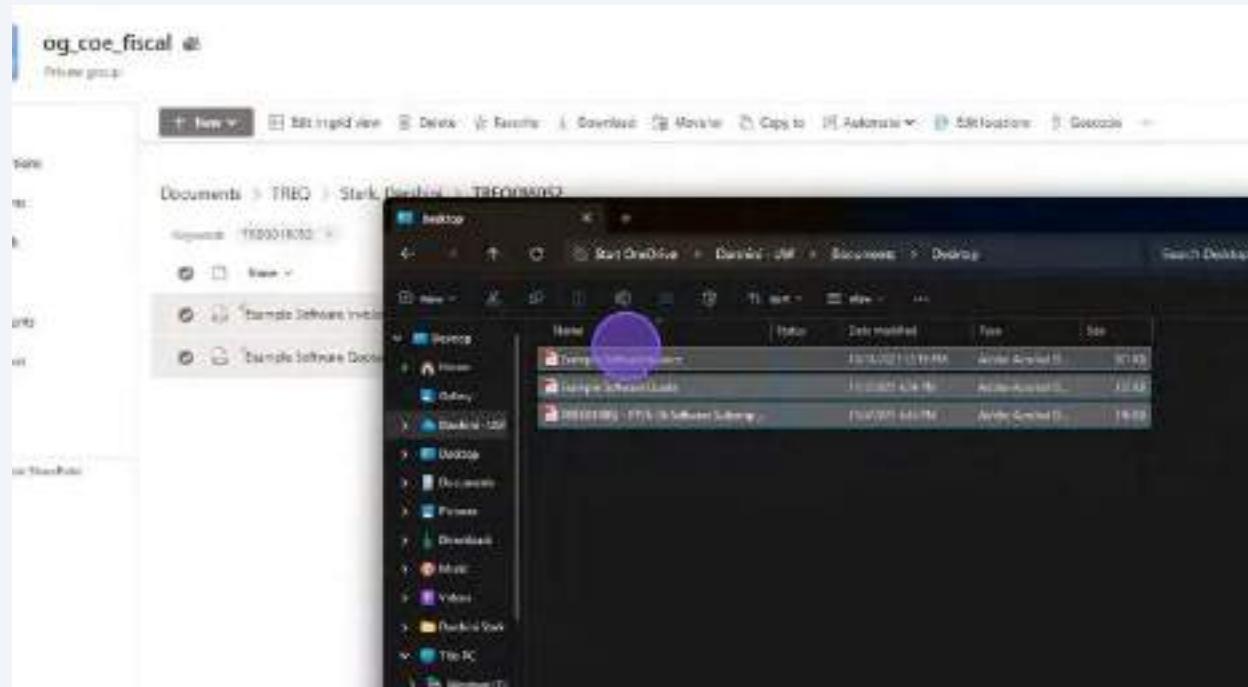
70 If you don't already have the other supporting documents, you can download them from the TREQ folder. Click "Download".



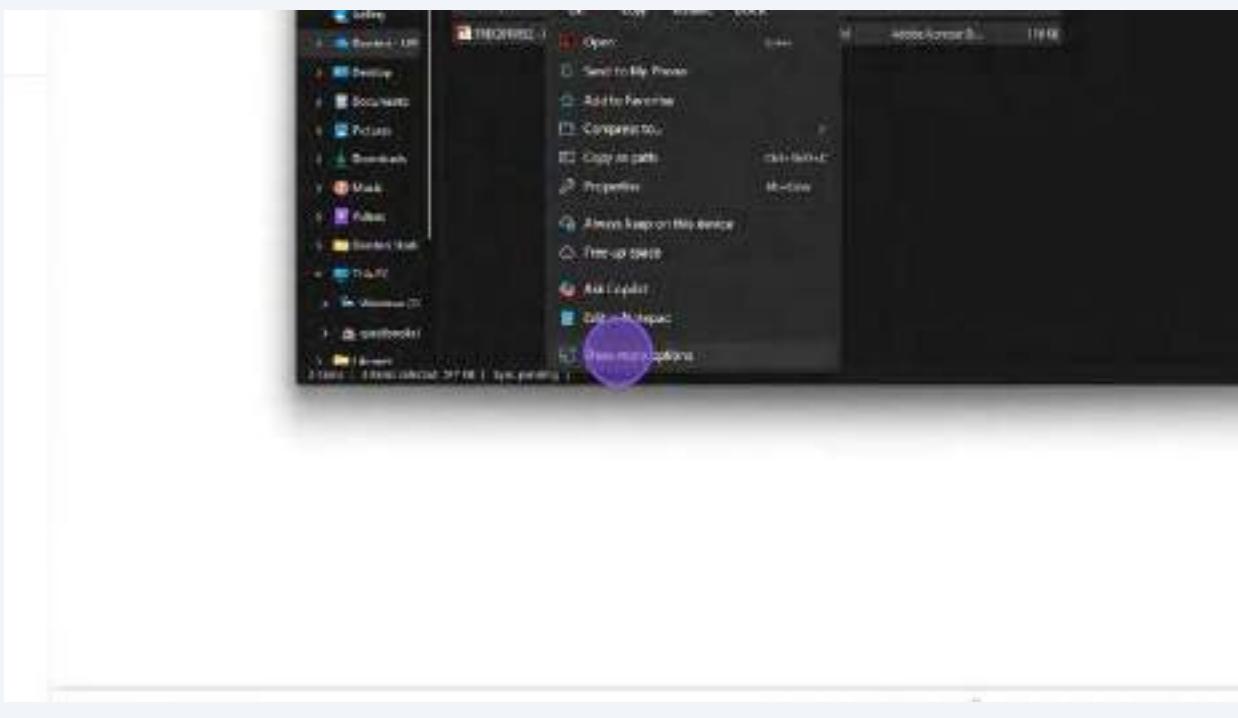
71 Open the "File Explorer".



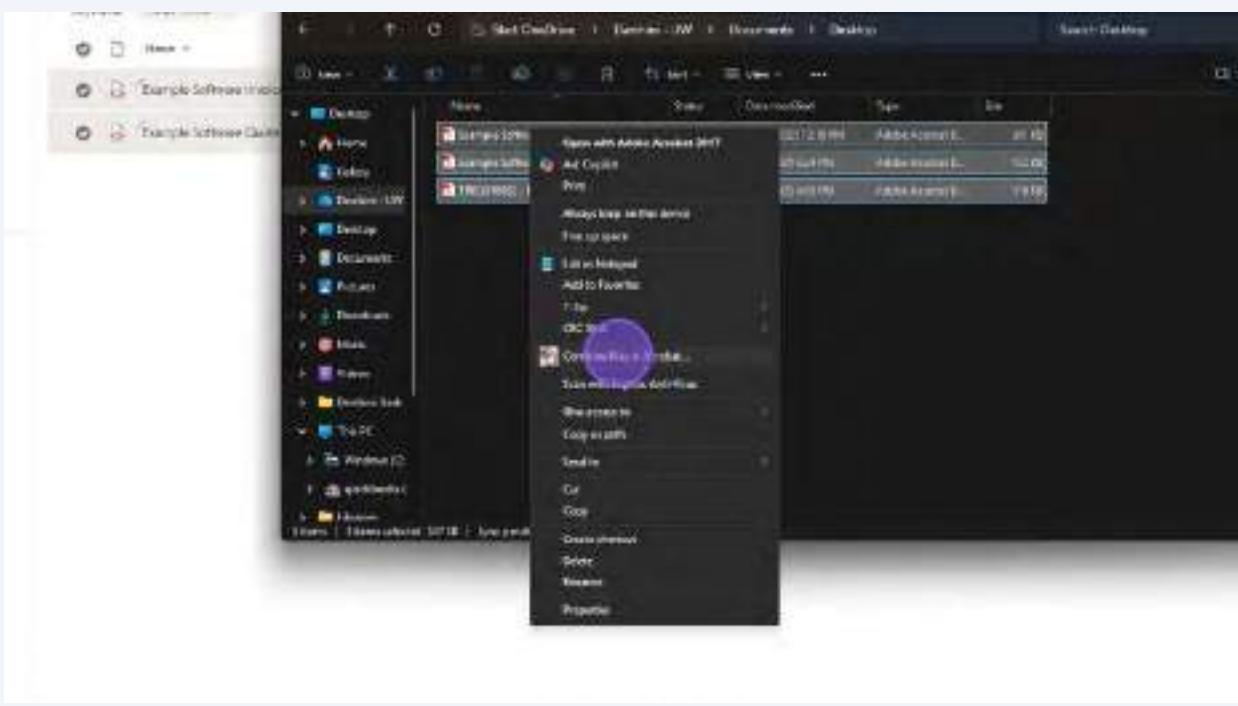
72 Highlight the files you would like to combine and right click.



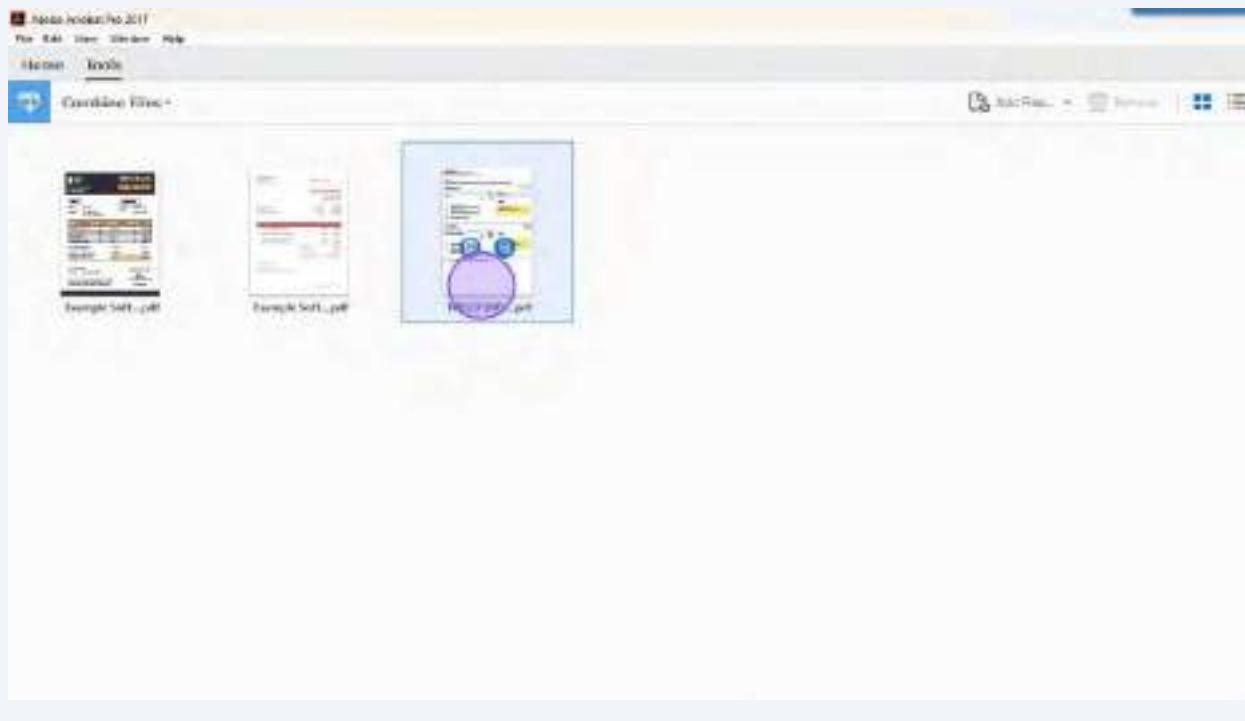
73 Click "Show more options"



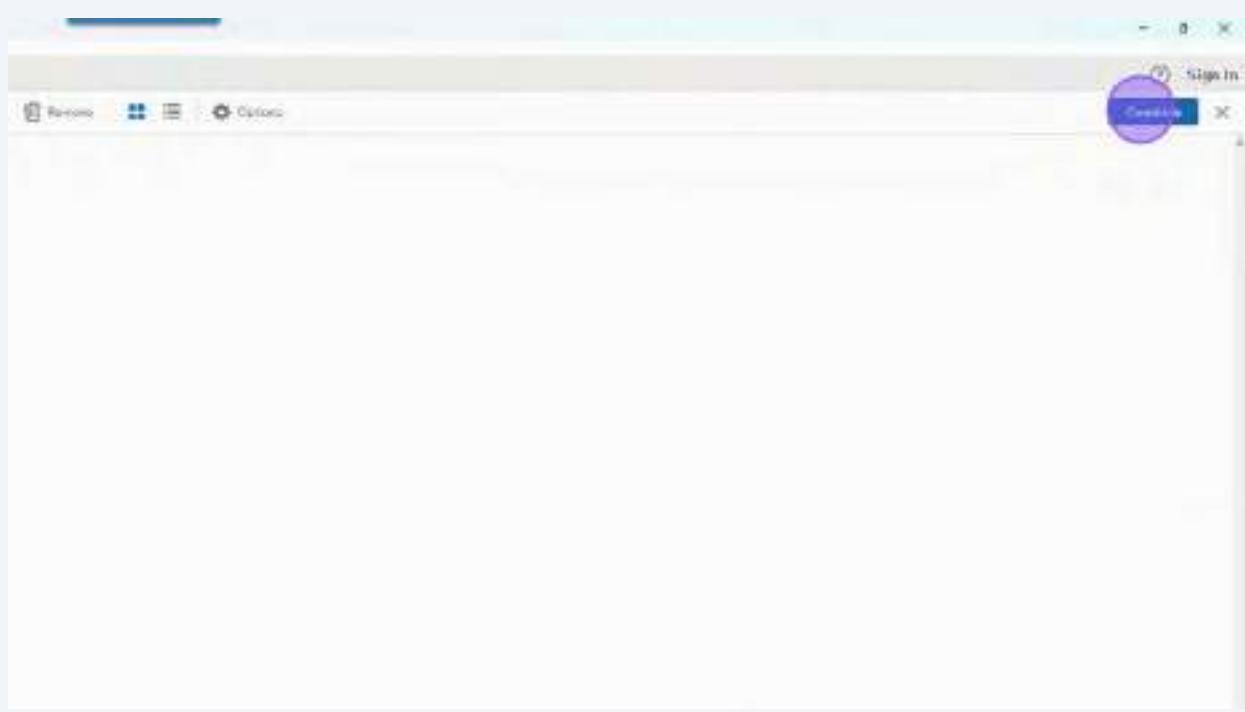
74 Click "Combine files in Acrobat..."



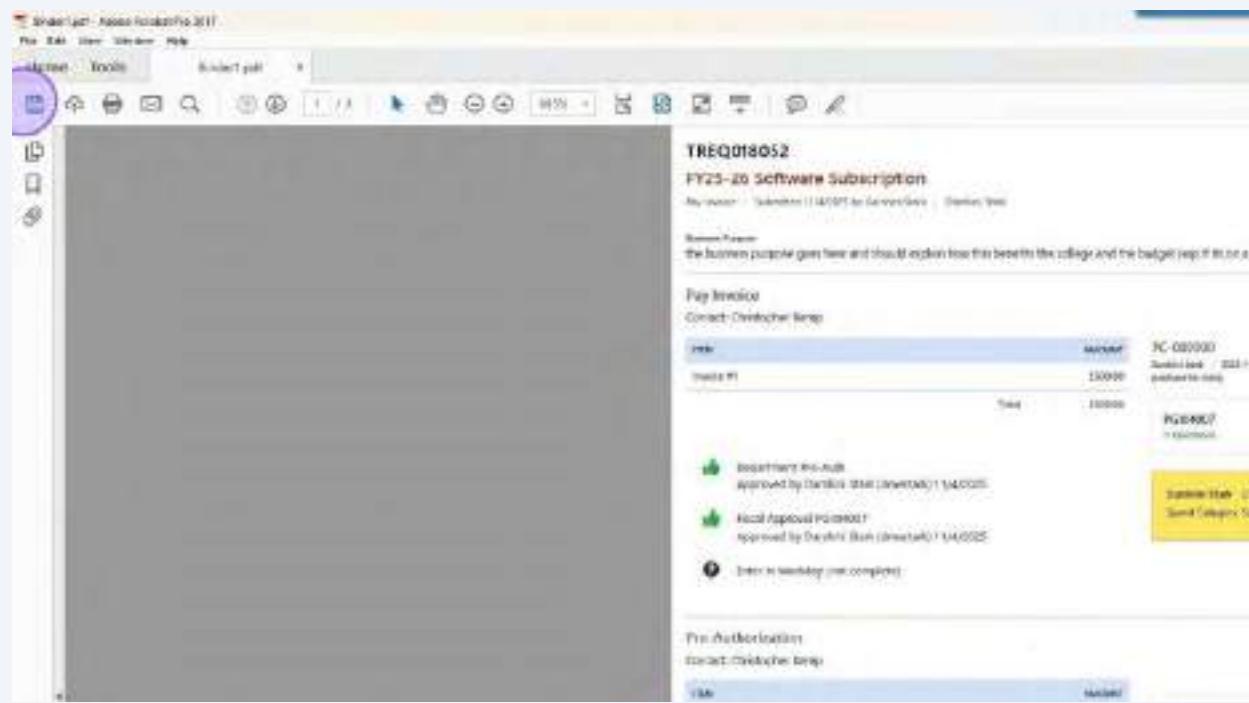
**75** Move the TREQ page to the front of the packet.



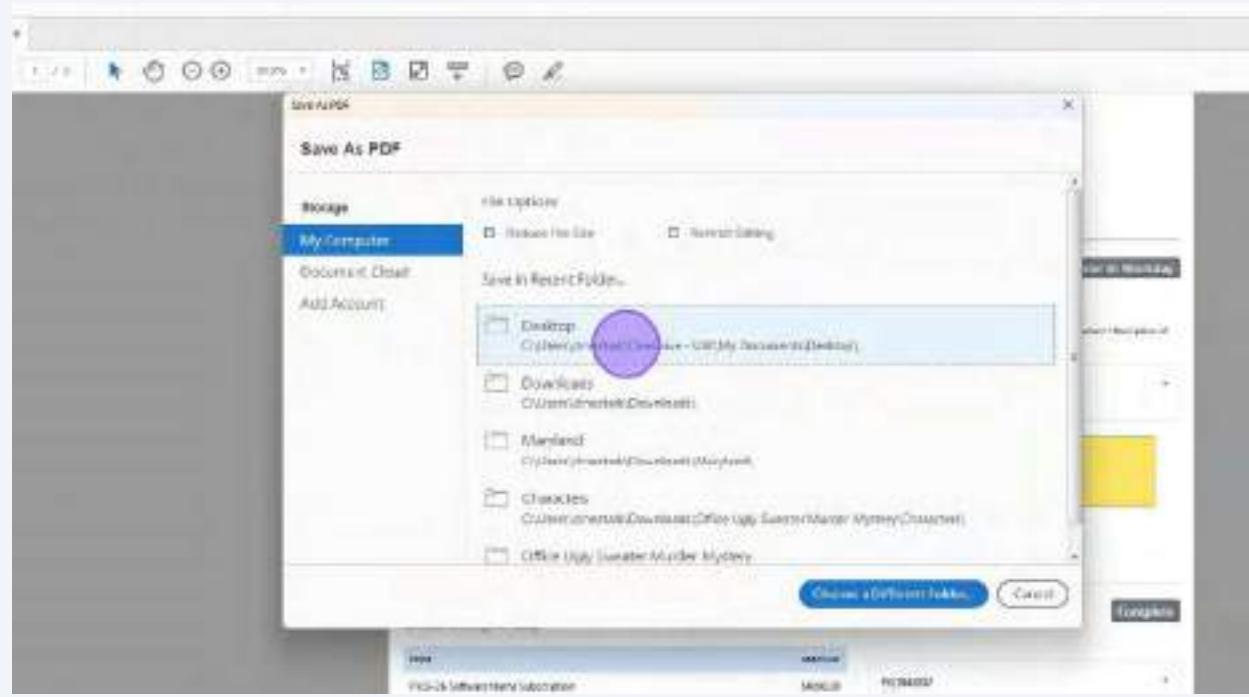
**76** Click "Combine"



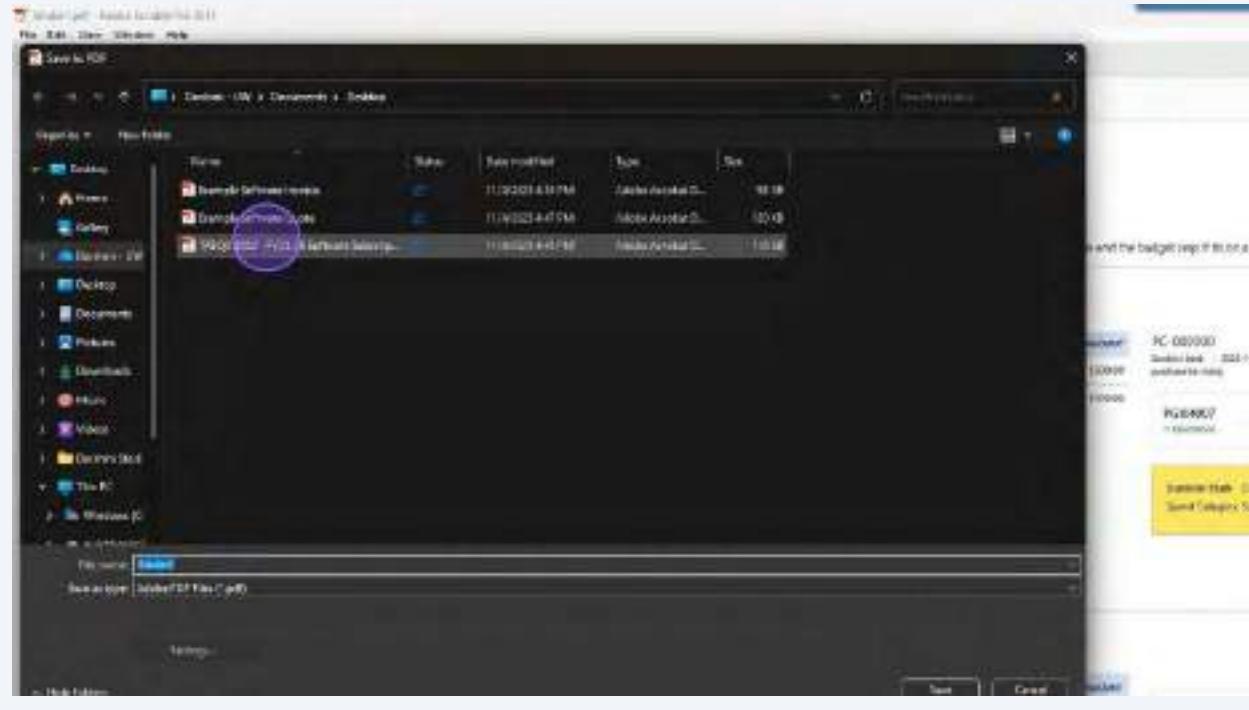
77 Click the "Save" button



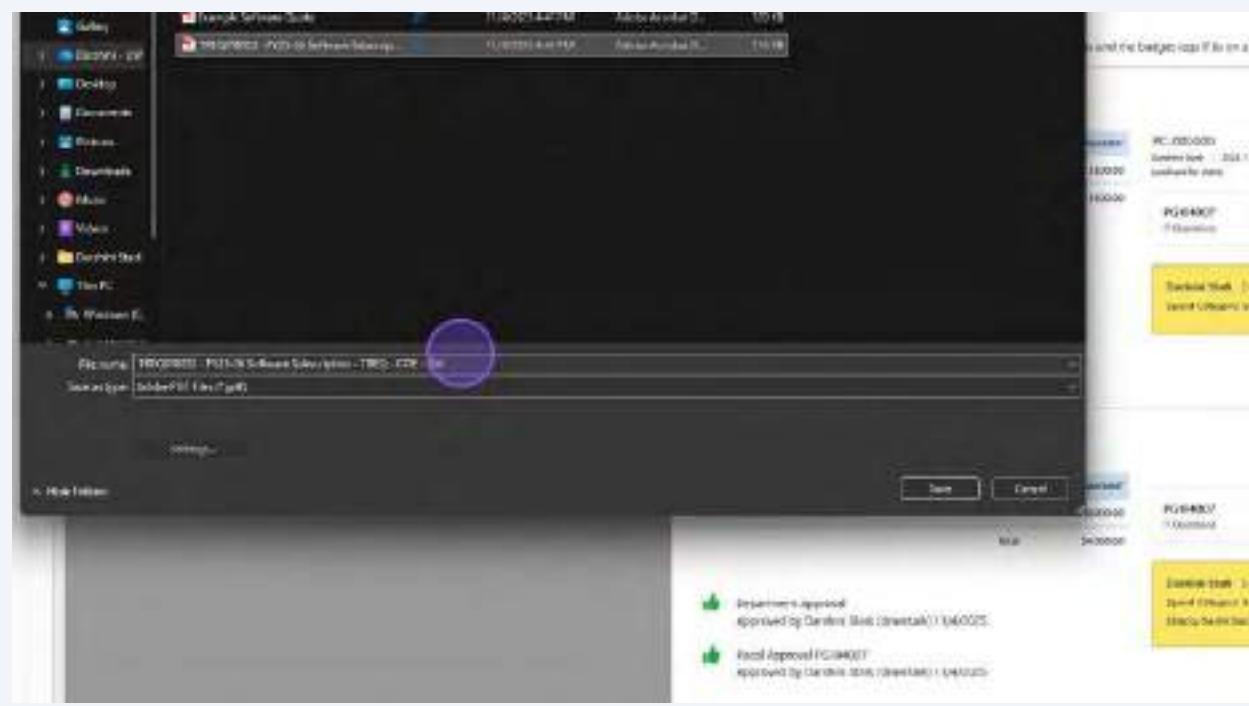
78 Pick where you would like to save the document.



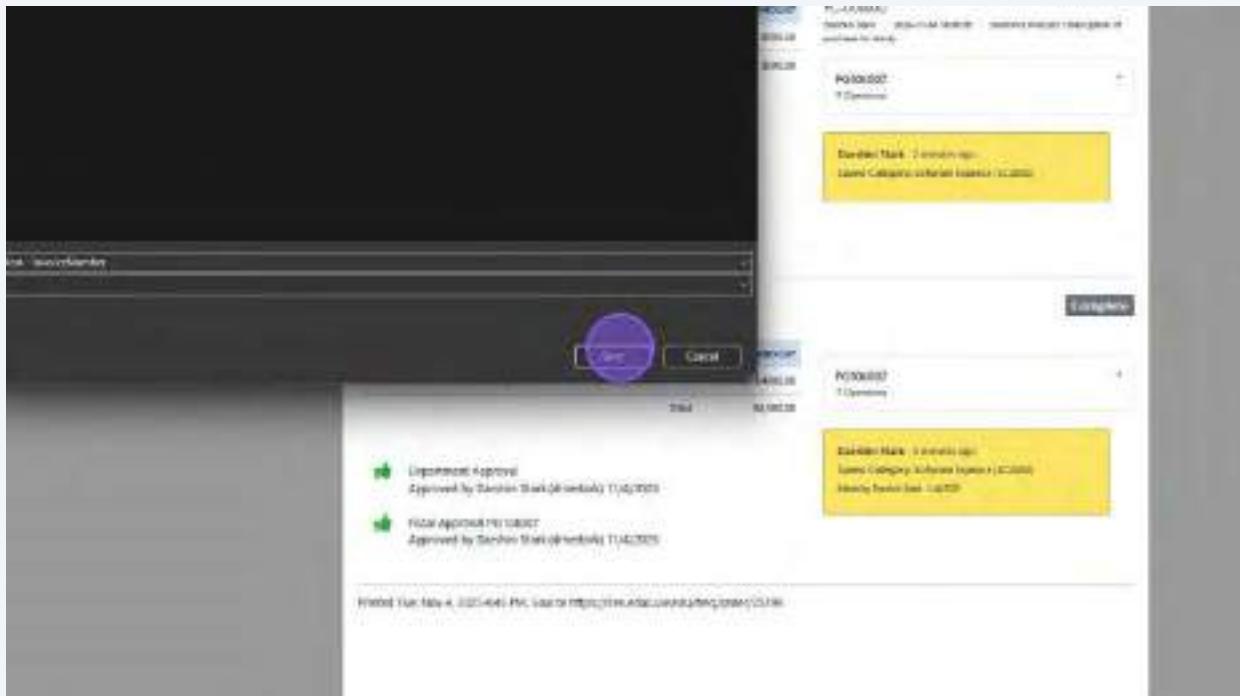
**79** Click on the TREQ PDF to save over that document. This helps keeps your file names consistent.



**80** In the file name, add the specific invoice number (or any other relevant information)



81 Click "Save"

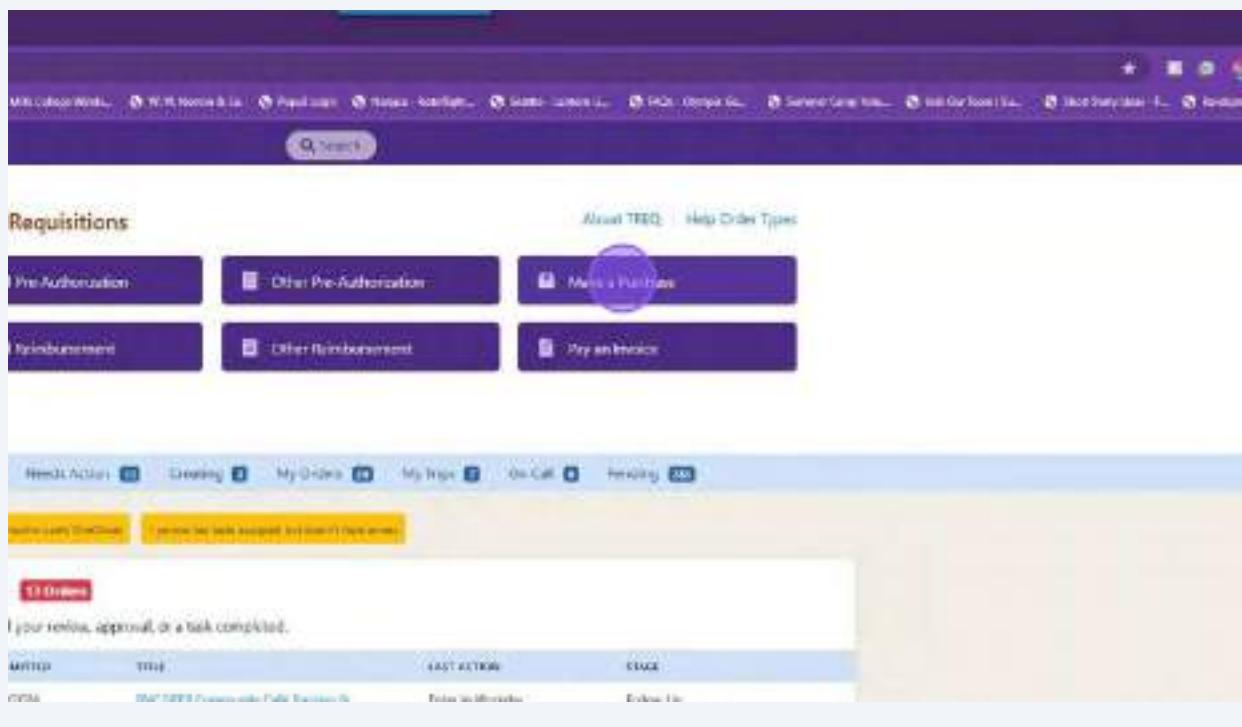


## Making a TREQ After a Purchase

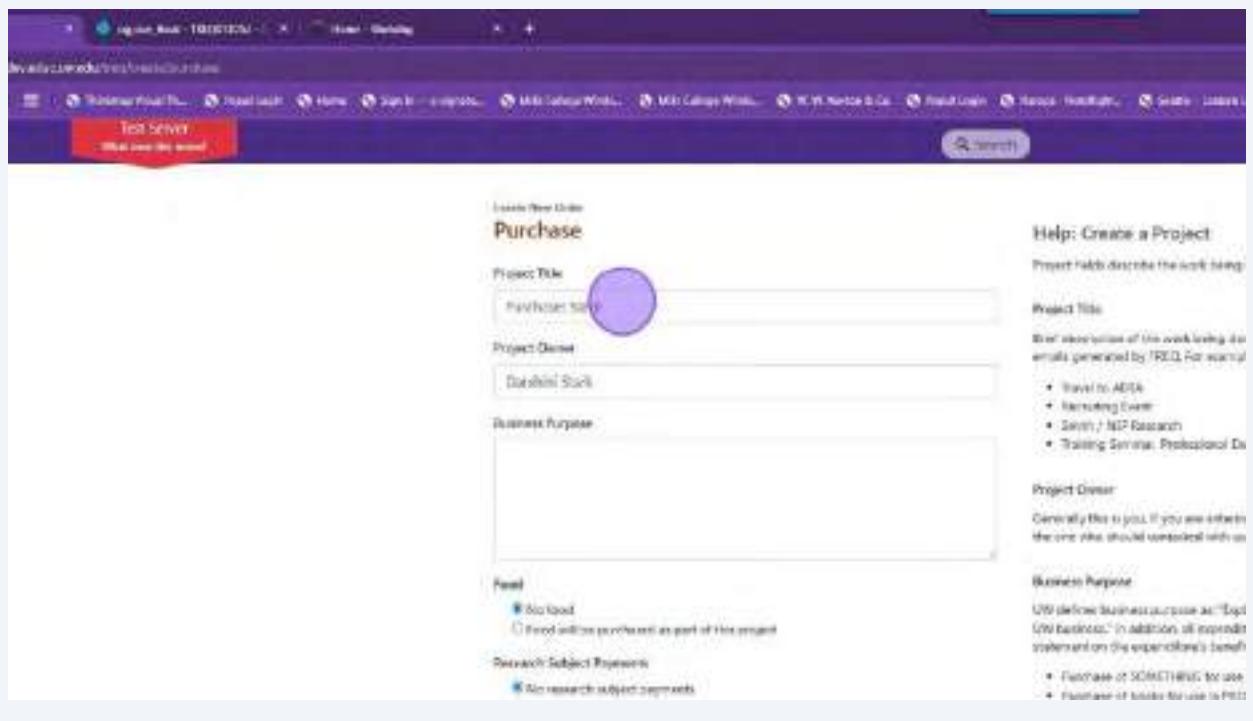


**All ProCard purchases must have an approved TREQ before the purchase, unless a purchase memo has been approved instead. In this example, we'll walk through how to create a TREQ for a food purchase.**

82 Click " Make a Purchase"



83 Update the "Project Title"



## 84 Update the "Business Purpose"

**Purchase**

**Project Title**  
Dinner Meeting - DATE

**Project Owner**  
Jeffrey Stark

**Business Purpose**  
met with dinner and paid for coffee

**Food**  
 Food  
 Food will be purchased as part of this project

**Research Subject Payments**  
 No research subject payments  
 Off-cost research subject payments  
 Remaining fund check research subject payments

**Save & Continue**

**Help: Create a Project**

Project Title: A brief description of the work being done for the grants generated by TECO. For example:

- Travel to AIA
- Recruiting Event
- Lunch / M&M Research
- Training Seminar: Professional development

**Project Details**

Generally this is you. If you are entering an older HCR, who should be credited with inventions, etc.

**Business Purpose**

UW defines business purposes as "Expenses of UW business." In addition, all expenses must align with one or more of the expenditure's benefit to grants:

- Purchase of SOMETHING for use in THE PRO
- Purchase of tools for use in PROGRAM/INA
- Purchase of food for a certain new student
- Transportation expenses for an illness patient research project
- To obtain and present paper at ICRA Annual

## 85 If there will be food, click the "Food will be purchased as part of this project"

**Dinner Meeting - DATE**

**Project Owner**  
Jeffrey Stark

**Business Purpose**  
met with dinner and paid for coffee

**Food**  
 Food  
 Food will be purchased as part of this project

**Research Subject Payments**  
 No research subject payments  
 Off-cost research subject payments  
 Remaining fund check research subject payments

**Save & Continue**

**Help: Create a Project**

Project Title: A brief description of the work being done for the grants generated by TECO. For example:

- Travel to AIA
- Recruiting Event
- Lunch / M&M Research
- Training Seminar

**Project Details**

Generally this is you. If you are entering an older HCR, who should be credited with inventions, etc.

**Business Purpose**

UW defines business purposes as "Expenses of UW business." In addition, all expenses must align with one or more of the expenditure's benefit to grants:

- Purchase of SOMETHING for use in THE PRO
- Purchase of tools for use in PROGRAM/INA
- Purchase of food for a certain new student
- Transportation expenses for an illness patient research project
- To obtain and present paper at ICRA Annual

**86** Click "Save & Continue"

Food

No food  
 Food will be provided as part of this project

Research Budget Payments

No research budget payments  
 Gift card research budget payments  
 Traveling funds check research budget payments

**Save & Continue**

Project Drivers

Generally this is you if you are the one who should contribute

Business Purpose

UW-affiliated business trip, UW business. In addition, all my payments on the expenditure will

- Purchase of SOMETHING
- Purchase of travel for work
- Purchase of food for work
- Transportation services for the research project
- To attend and present paper

**87** Make sure to review the per diem acknowledgement then click the "Acknowledged" button

Food per diem acknowledgement

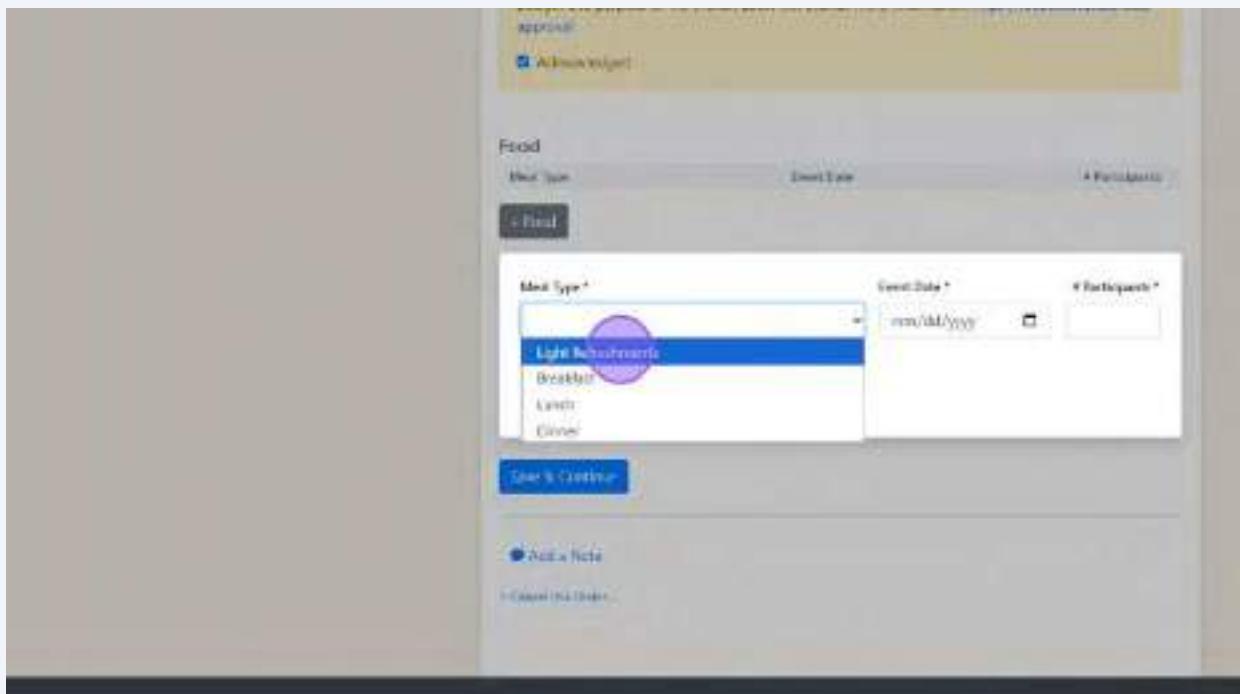
You'll incur about \$1500 per diem rate based on the meeting location. The per diem amount includes the cost of the food plus tax, tip and delivery fees.

When requesting and purchasing items, an agenda and alternate list-based documentation. It is not to go to the event, an invite list is allowable documentation.

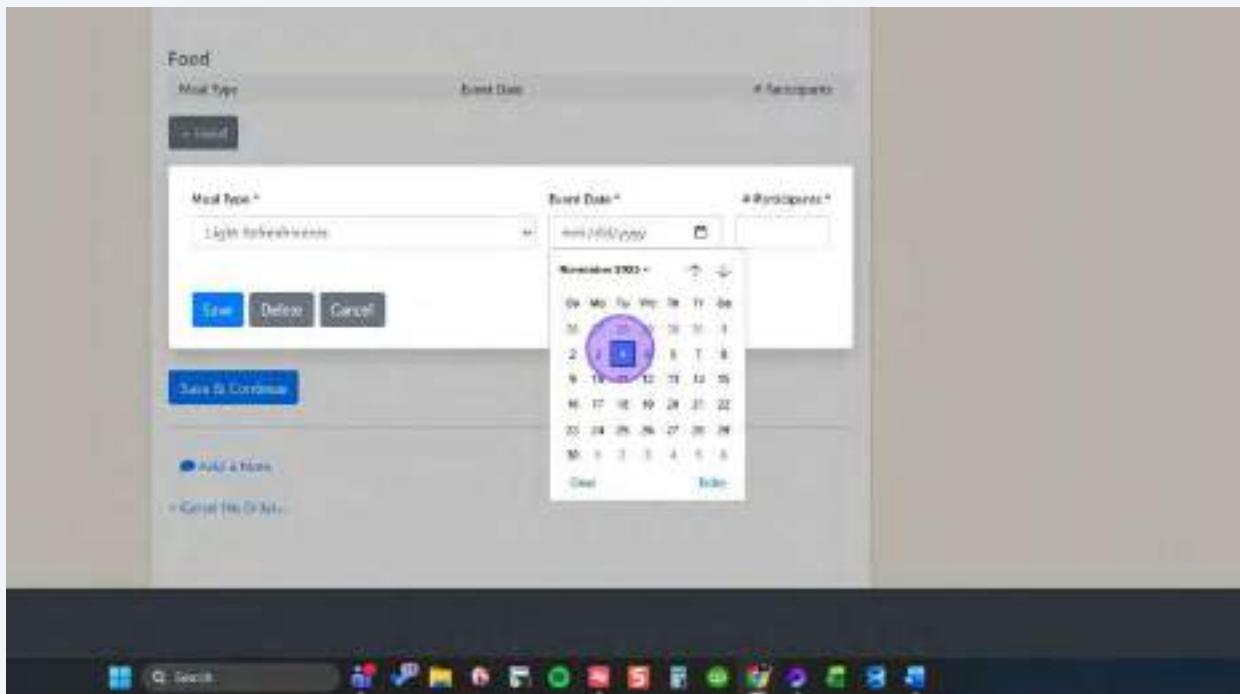
University and Washington State policies allow for the purchase of meals and light refreshments to employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the meal. Follow this link for more information: <http://research.washington.edu/food-per-diem/>

**Acknowledged**

**88** Pick a meal type



**89** Select the day the purchase was made



## 90 Update the number of participants

Meal Type: Light Refreshments

Event Date: 11/04/2022

Participants:

Save Delete Cancel

Save & Continue

## 91 Click "Save"

Meal Type: Light Refreshments

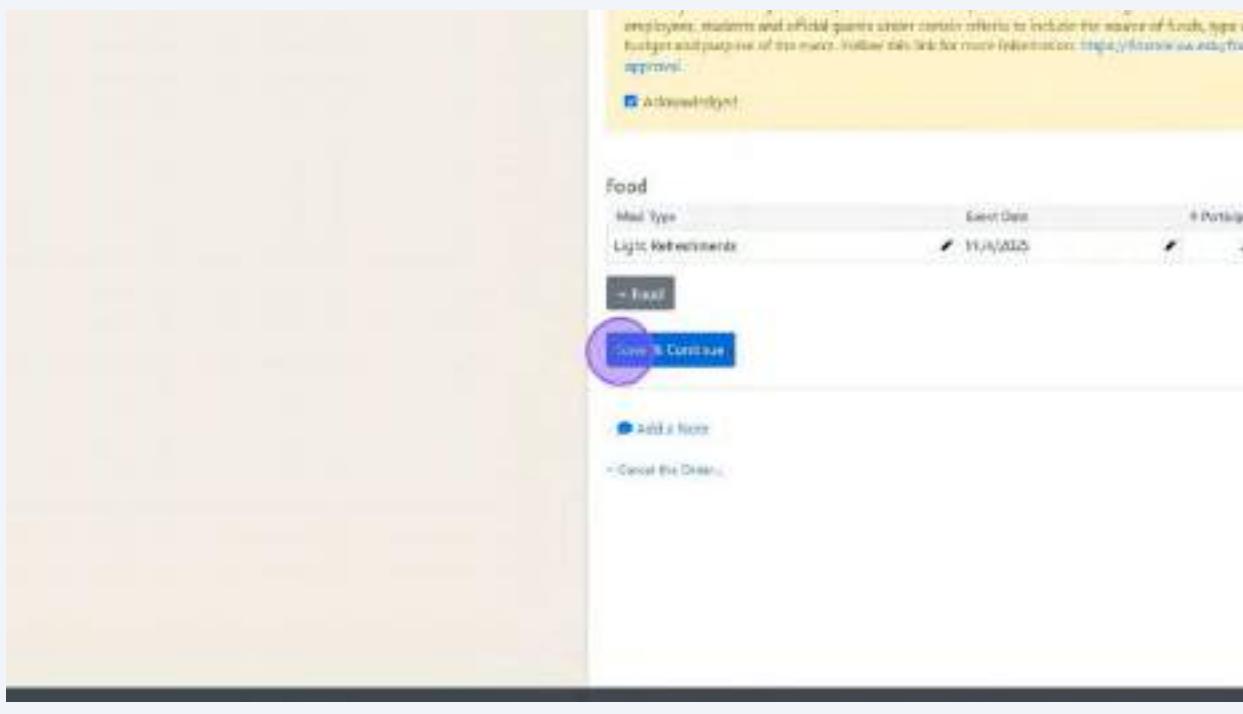
Event Date: 11/04/2022

Participants:

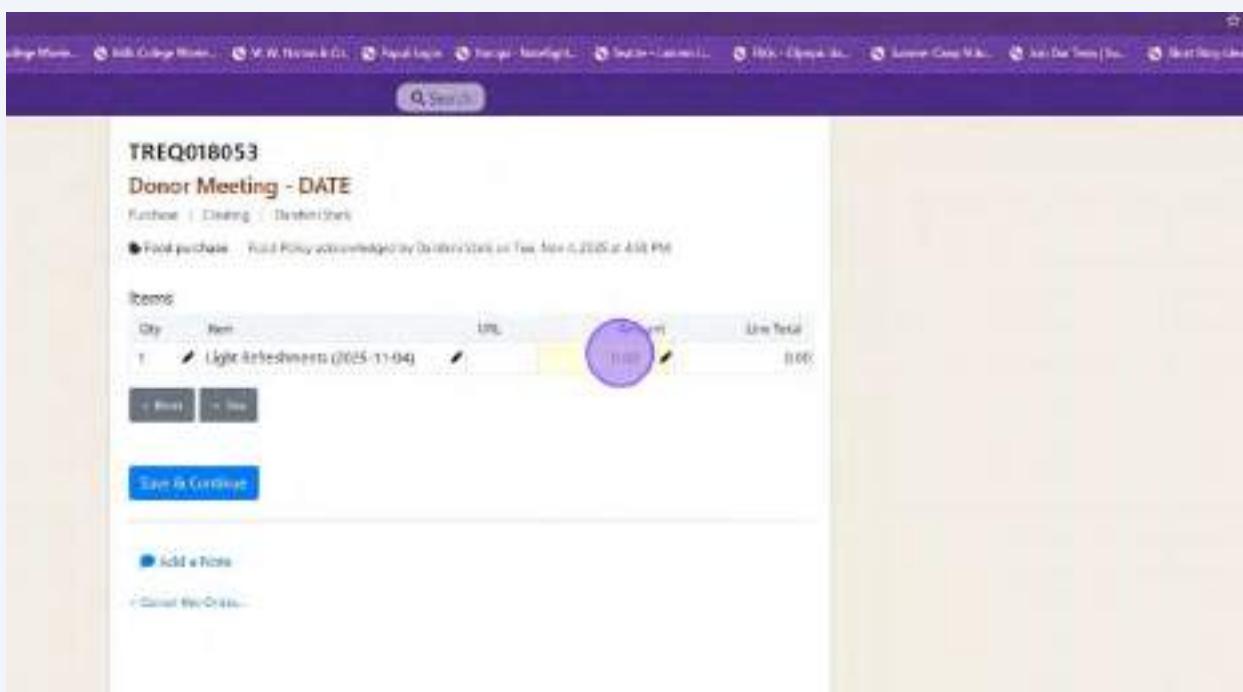
Save Delete Cancel

Save & Continue

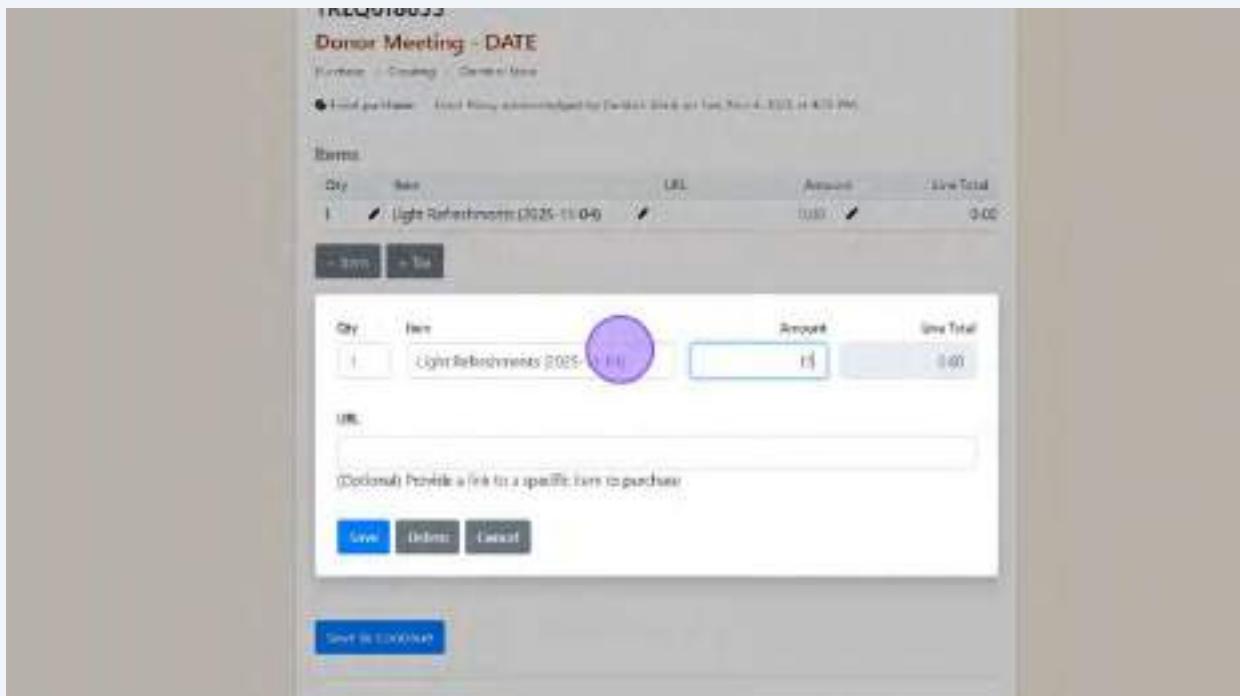
**92** Click "Save & Continue"



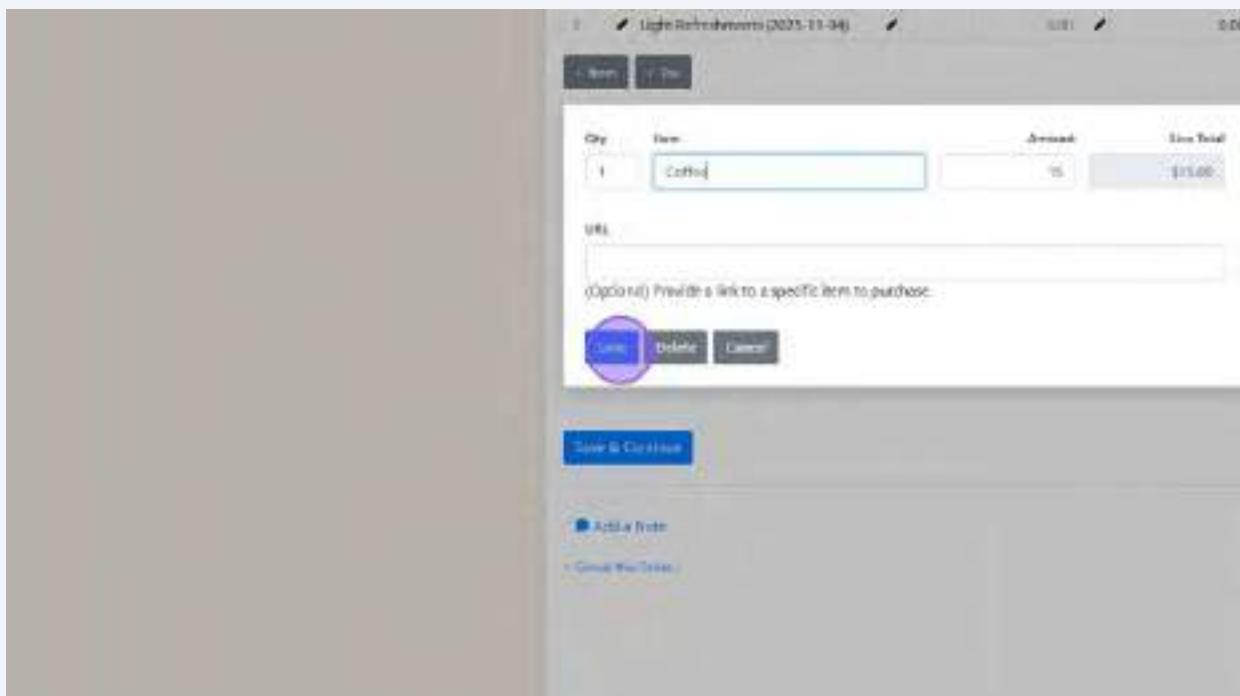
**93** Update the Amount to match the receipt



94 Update the item to reflect what was purchased. (i.e. Coffee @ Starbucks)



95 Click "Save"



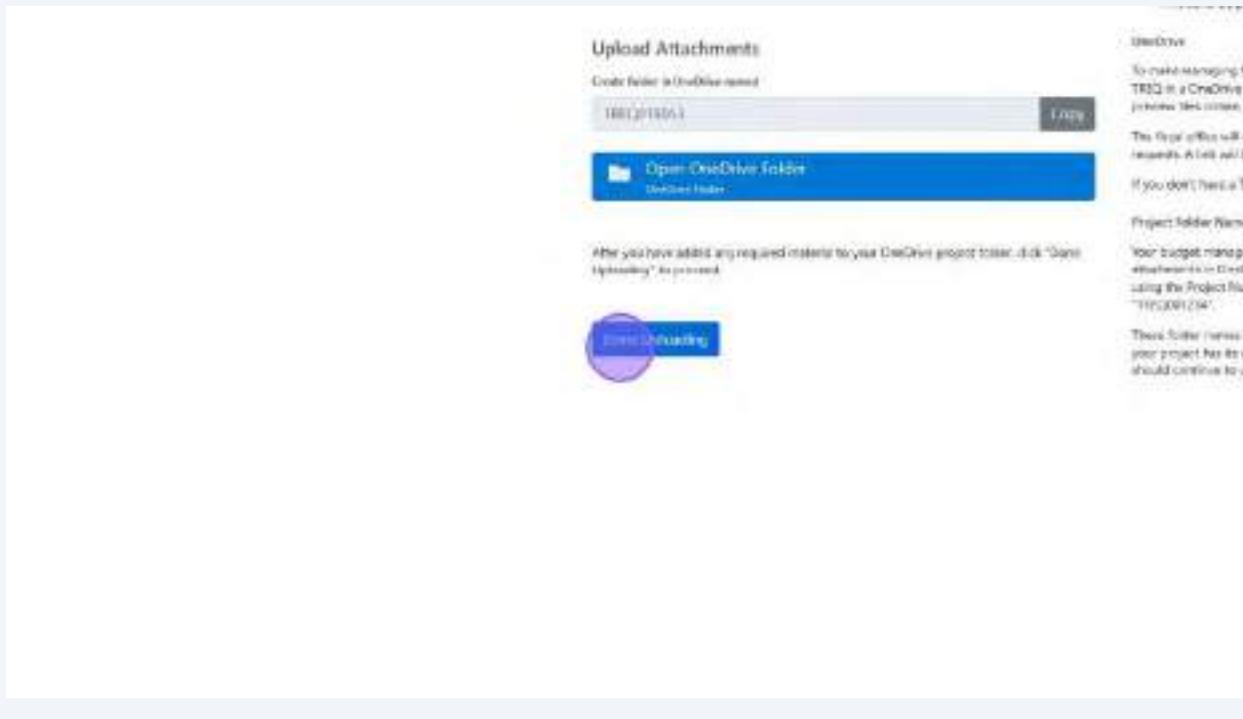
96 Click "Save & Continue"

The screenshot shows a food order tracking interface. At the top, the order ID is TREQ018053 and the name is 'Donor Meeting - DATE'. Below this, a note states: 'Food purchase - Food Policy acknowledged by Carolyn Stark on Tue, May 4, 2018 at 1:30 PM.' The order details table shows one item: '1 Coffee' with a price of '\$15.00'. Below the table are two buttons: 'Edit Item' and 'Edit Total'. A large blue 'Save & Continue' button is highlighted with a purple circle. At the bottom, there are two links: 'Print Label' and 'Cancel This Order'.

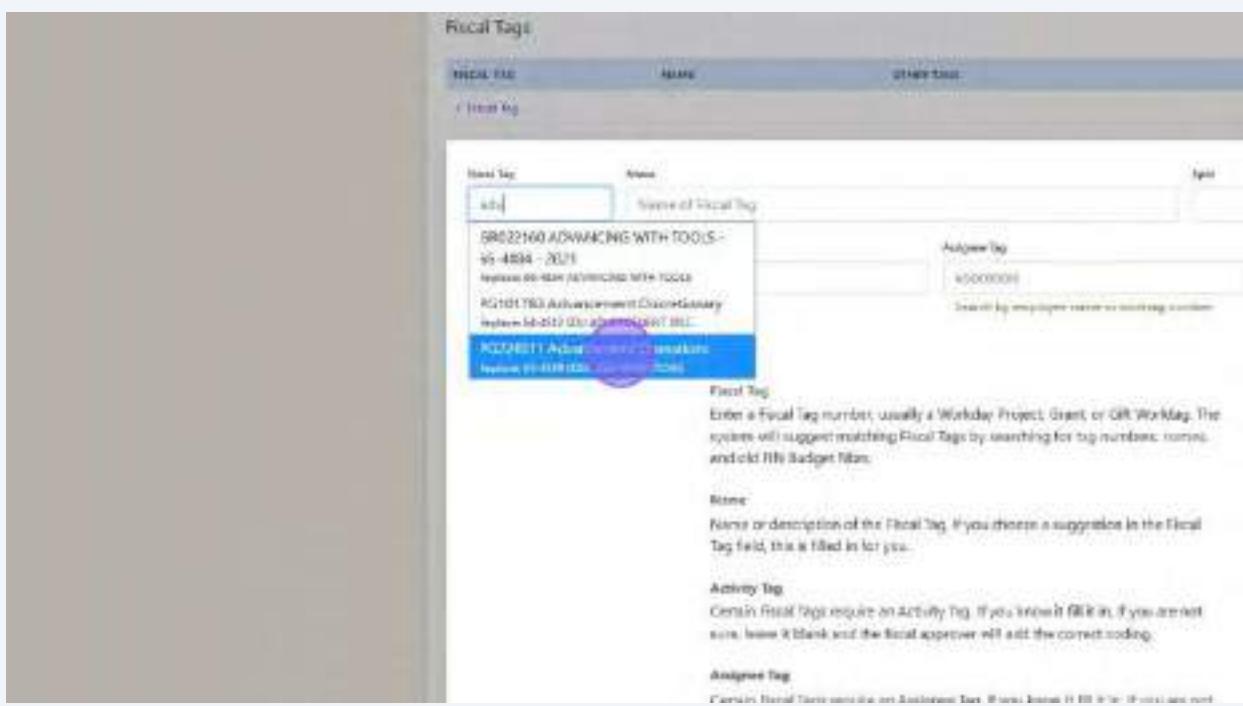
97 If there is nothing to be delivered, put N/A in the Mailing Address box.

The screenshot shows a food order tracking interface. At the top, the order ID is TREQ018053 and the name is 'Donor Meeting - DATE'. Below this, a note states: 'Food purchase - Food Policy acknowledged by Carolyn Stark on Tue, May 4, 2018 at 1:30 PM.' The 'Mailing Address' section has a placeholder text 'Provide a street address where this order should be mailed.' Below it is a text input field containing 'N/A'. A blue 'Save' button is highlighted with a purple circle. At the bottom, there is a link 'Cancel This Order'.

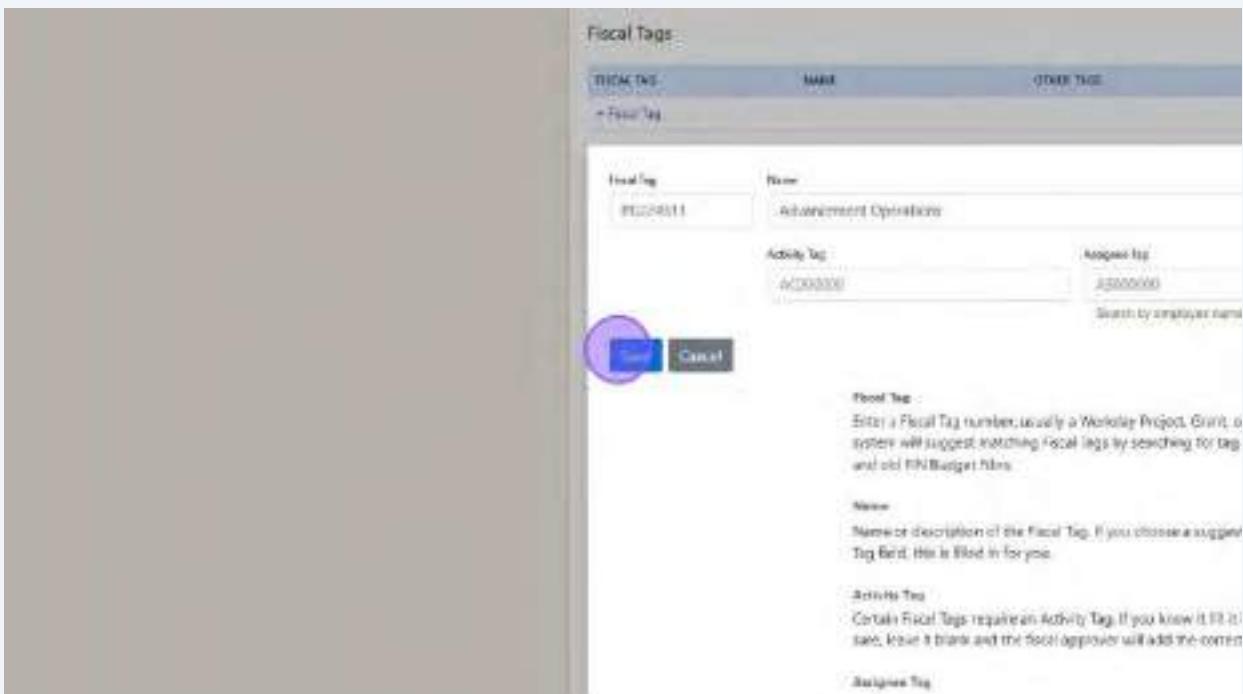
**98** Click "Done Uploading"



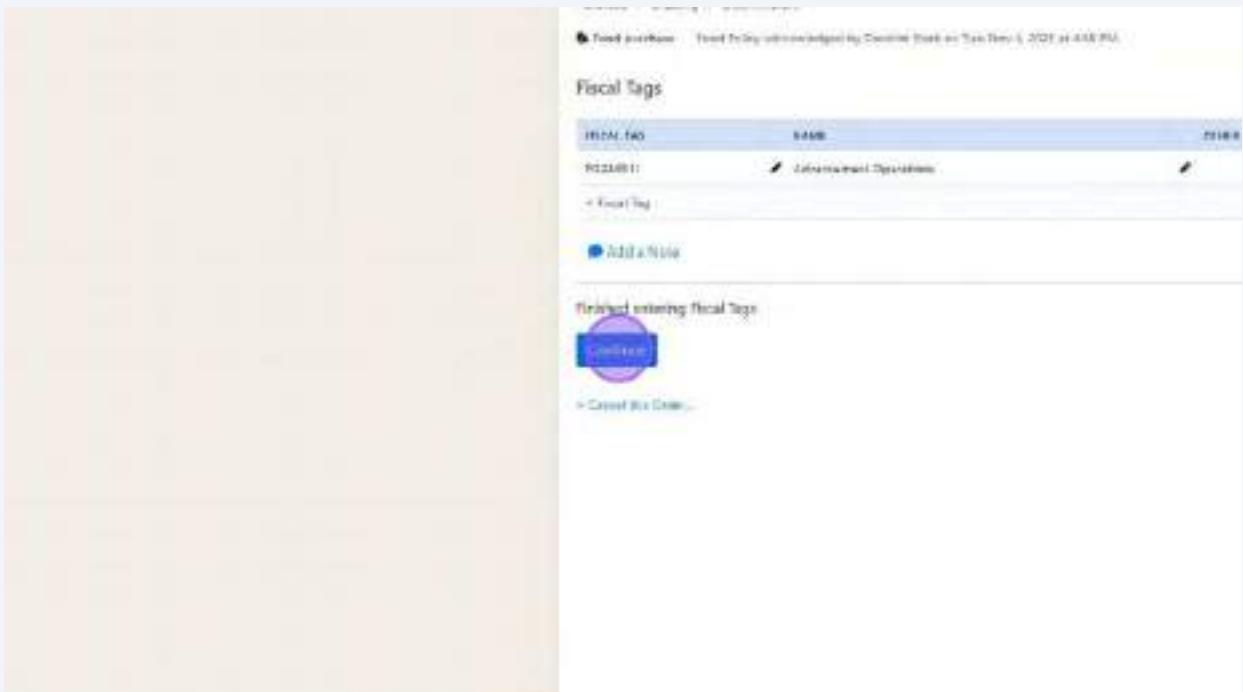
**99** Add the "Fiscal Tag"



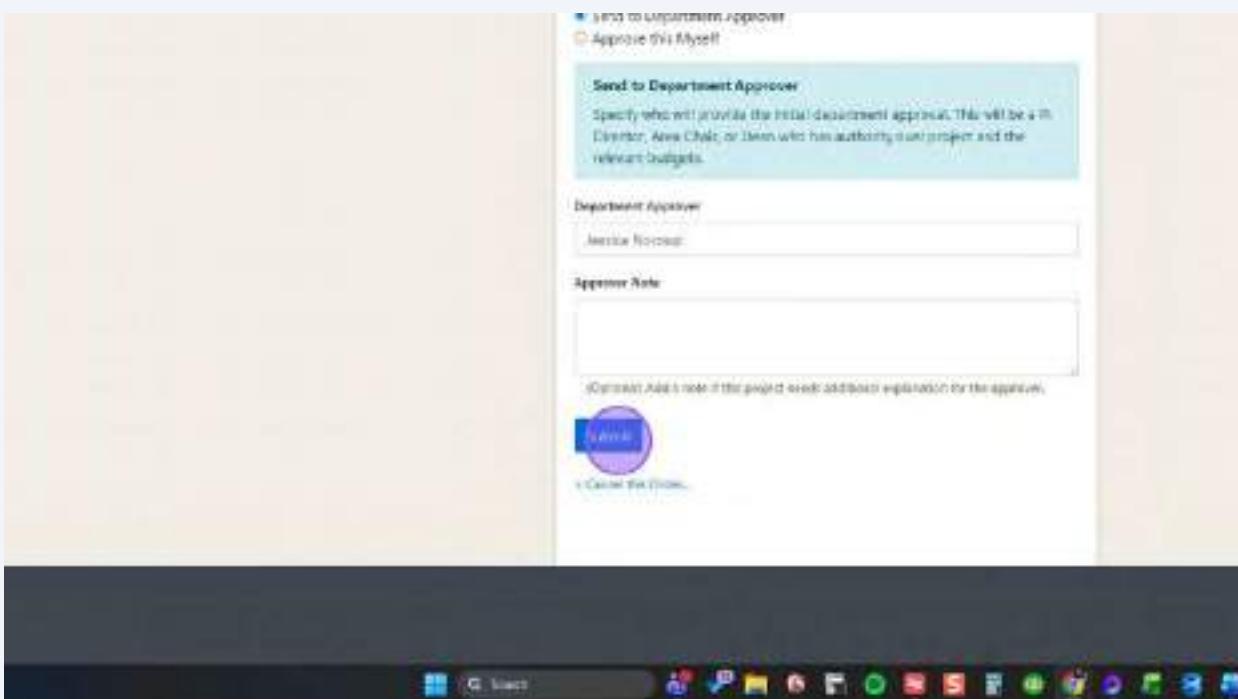
100 Click "Save"



101 When you're done adding the fiscal tag(s) press "Continue"

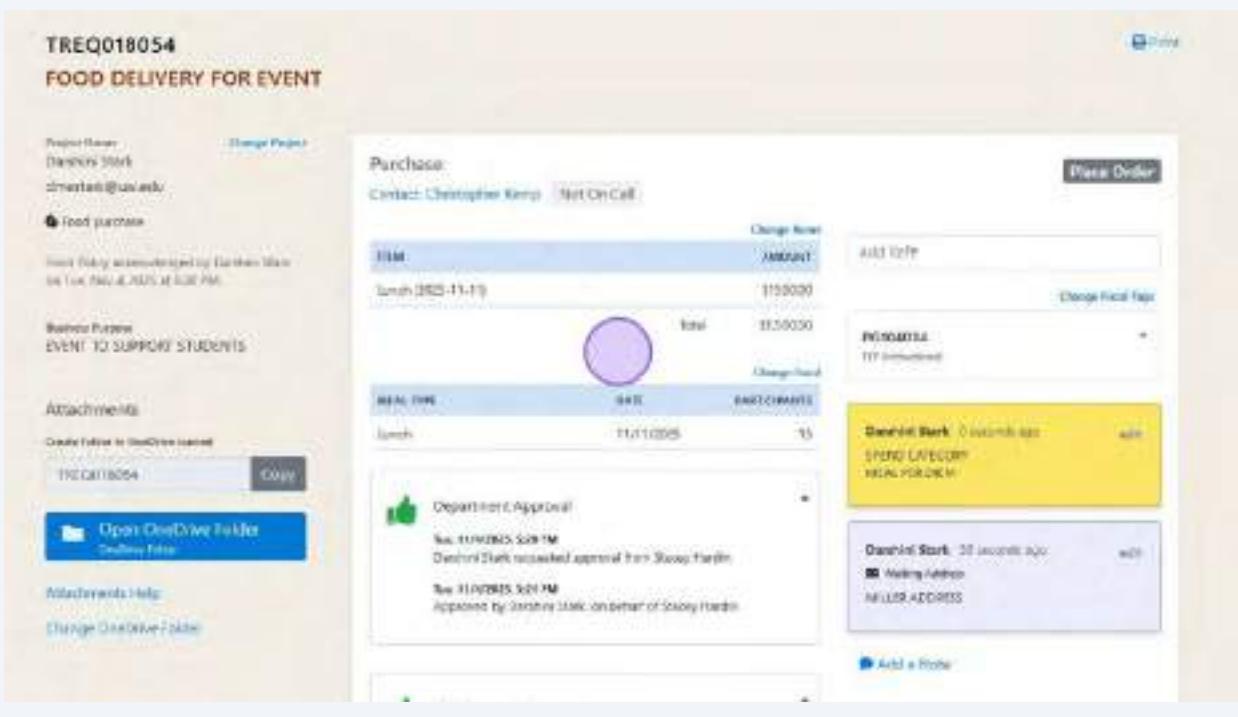


102 Review the order then press "Submit"

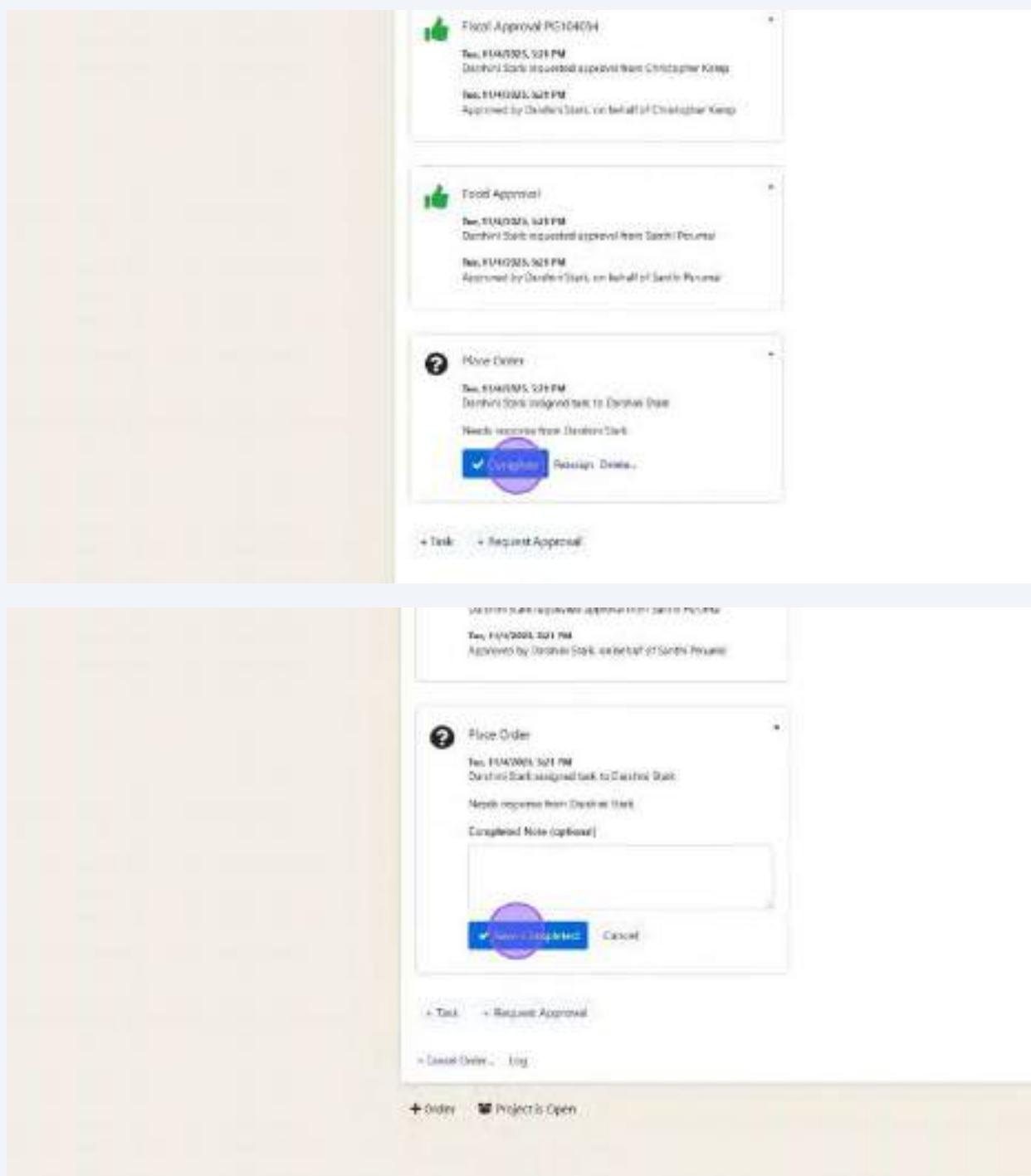


## Delivery Confirmation & Tracking Verification

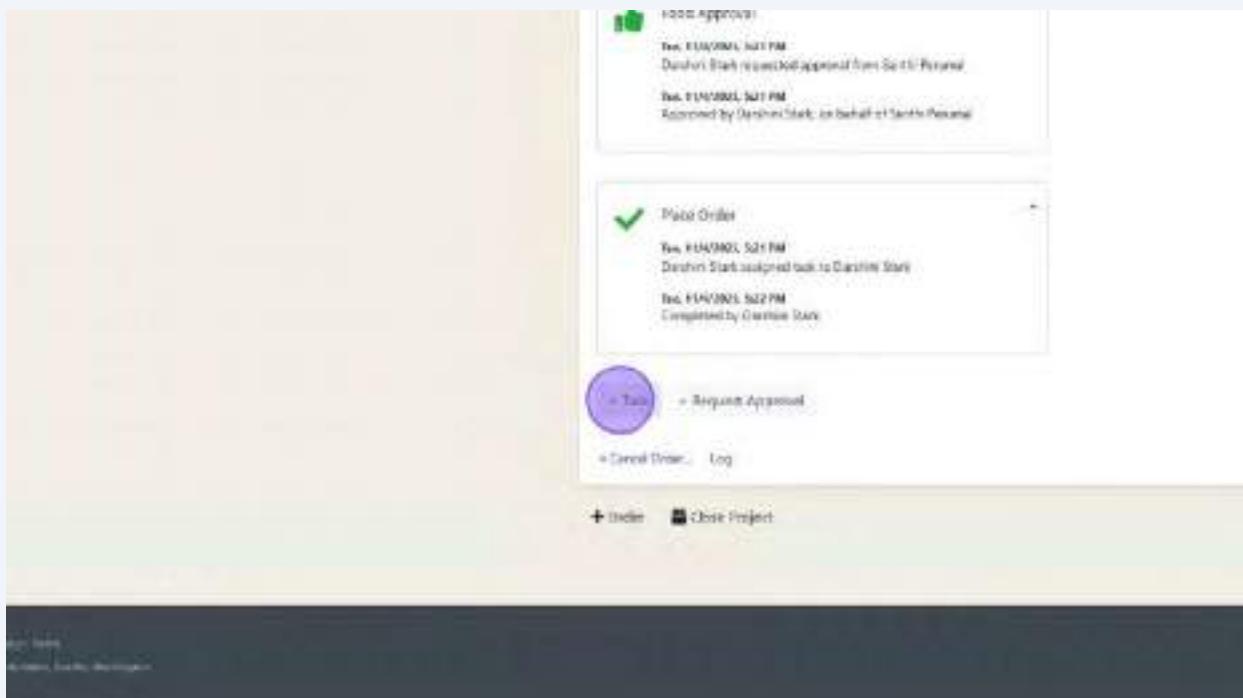
103 Example below is of a TREQ for a food delivery for an event. Once it's approved and assigned back to you, here are a few steps to follow.



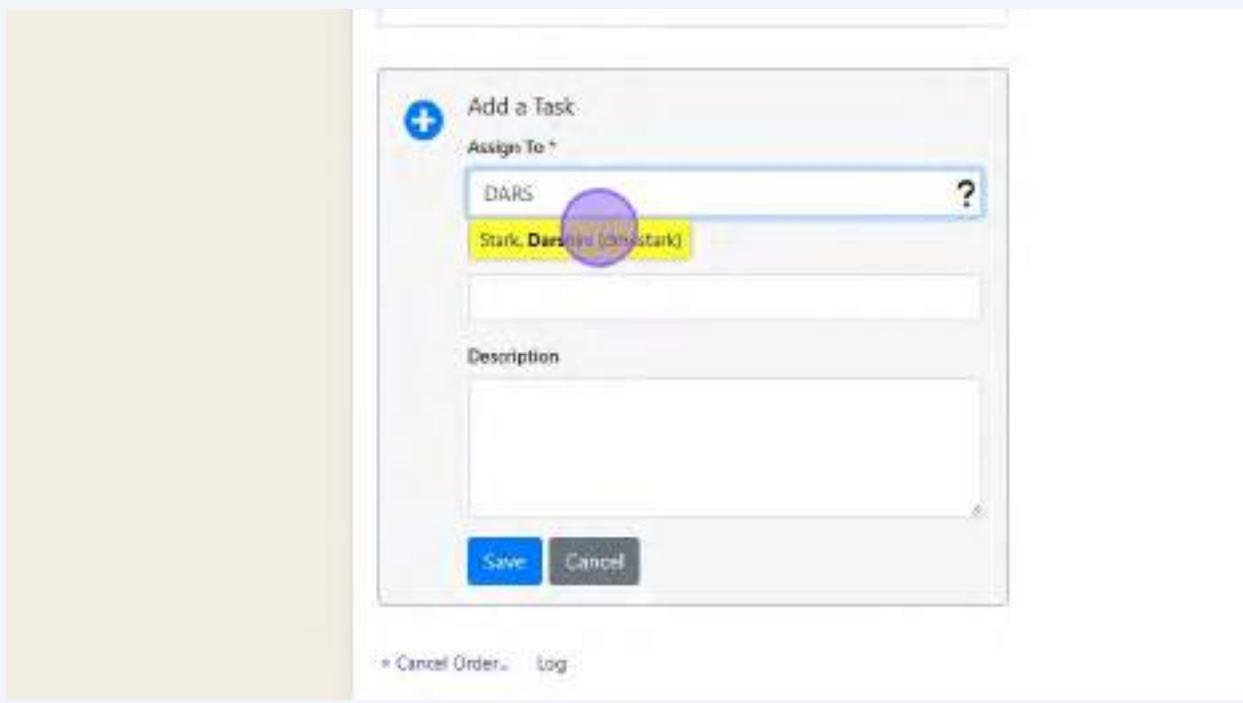
**104** Once you have placed the order, press "Complete".



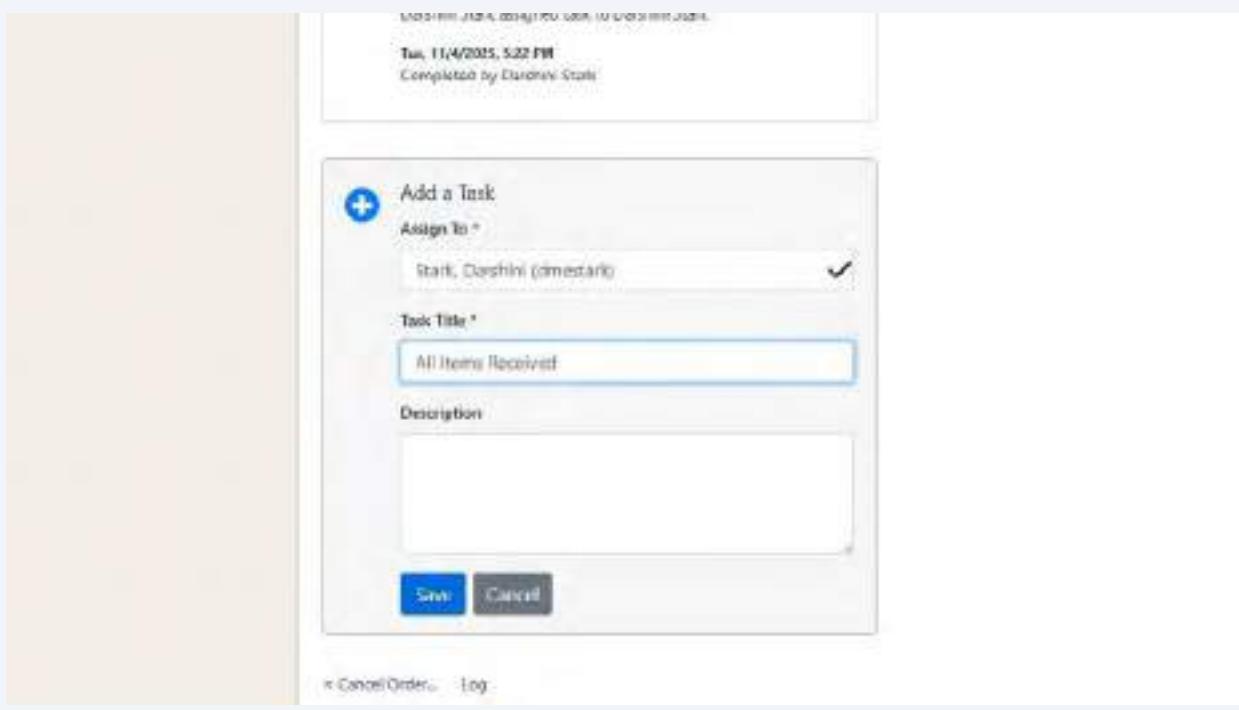
105 Then add a task for delivery confirmation by pressing "+Task"



106 In the "Assign To" put in the name of whoever will be confirming delivery.

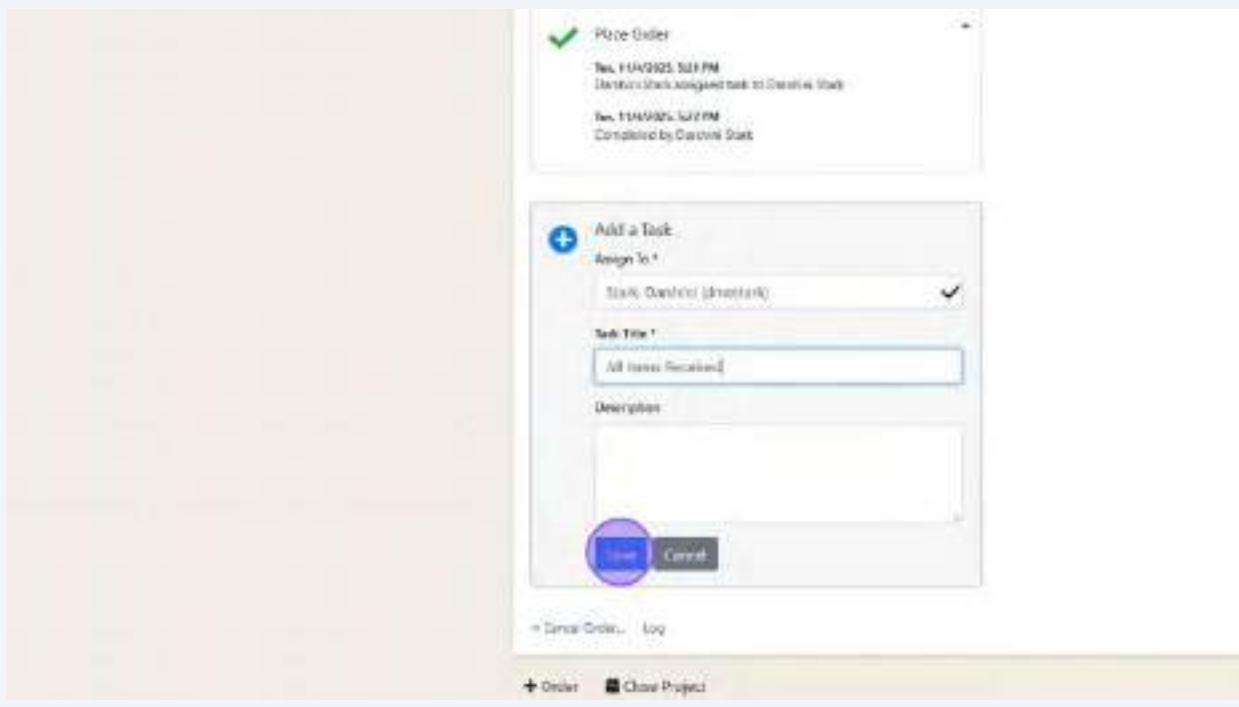


107 Type "All Items Received" in the "Task Title" field.



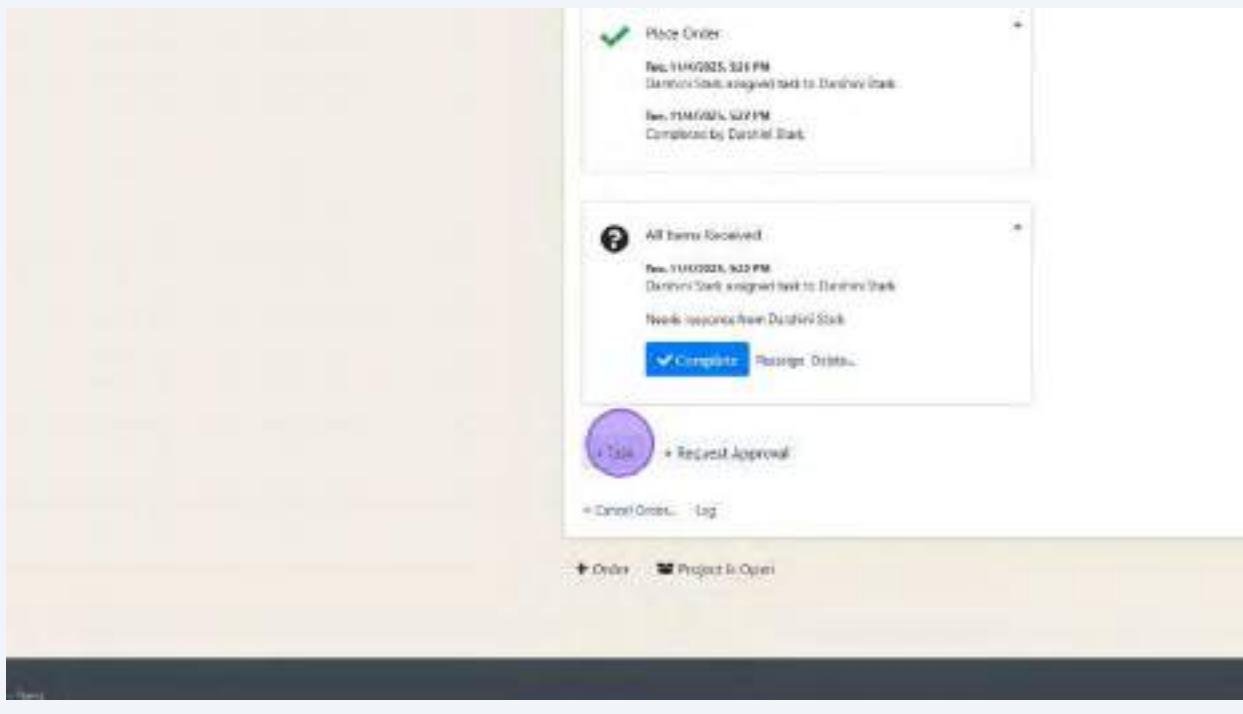
The screenshot shows a task creation dialog box. At the top, it says "Add a Task" and "Assign To:" with a dropdown menu showing "Stark, Darsini (dmstark)". Below that is the "Task Title:" field, which contains the text "All Items Received". There is also a "Description" field and two buttons at the bottom: "Save" and "Cancel".

108 Click "Save"

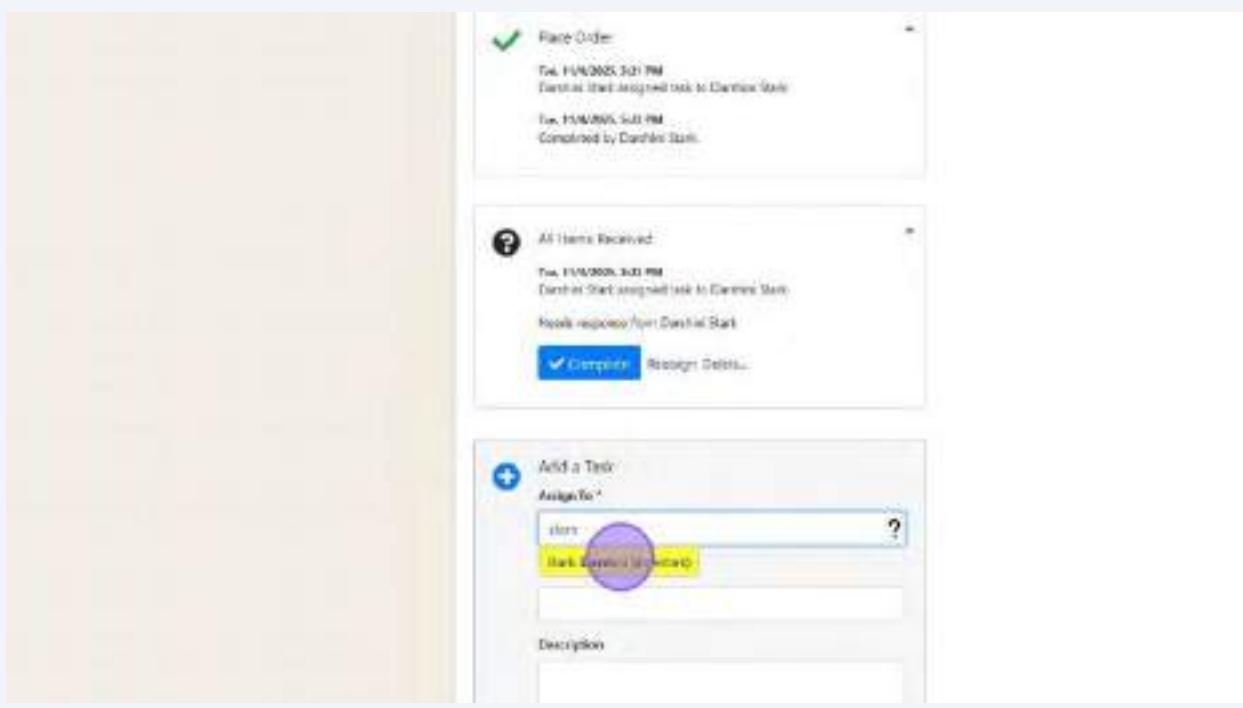


The screenshot shows the same task creation dialog box as the previous one, but the "Save" button is now highlighted with a blue circle. The "Task Title:" field still contains "All Items Received".

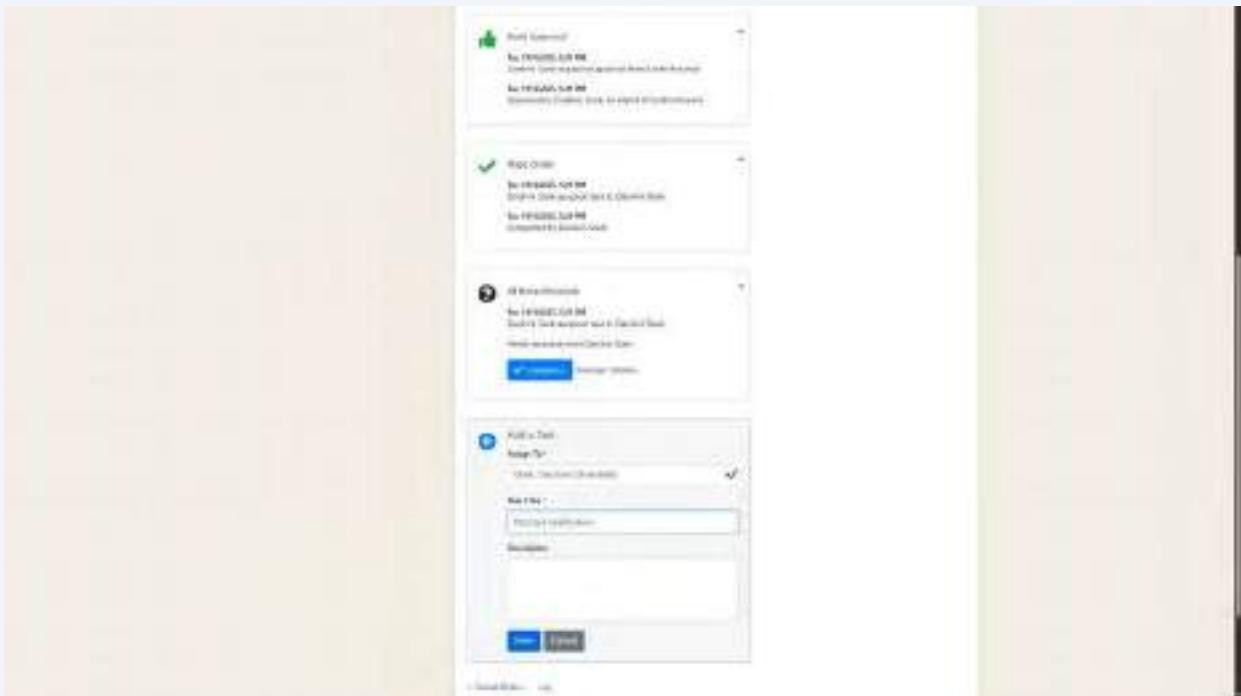
109 To keep this TREQ on the "Needs Action" list, add a task and assign it to yourself.



110 Click "Stark, Darshini (dmestark)"

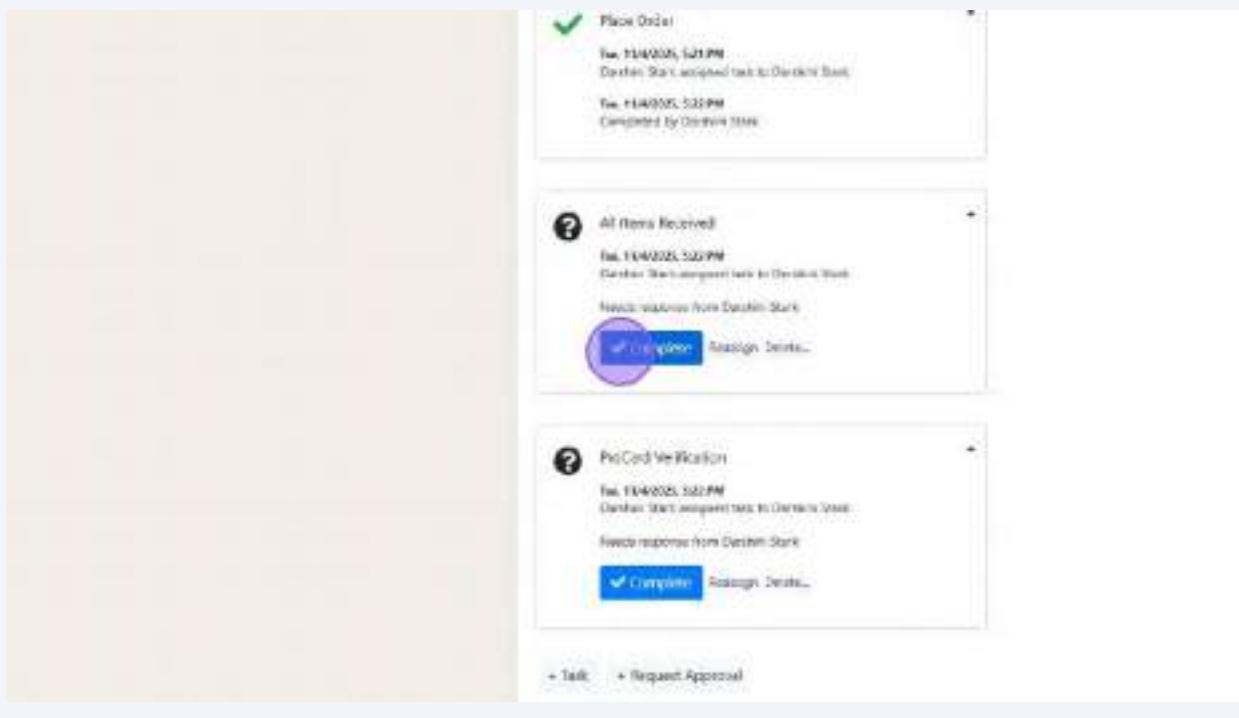


**111** Type "ProCard Verification"



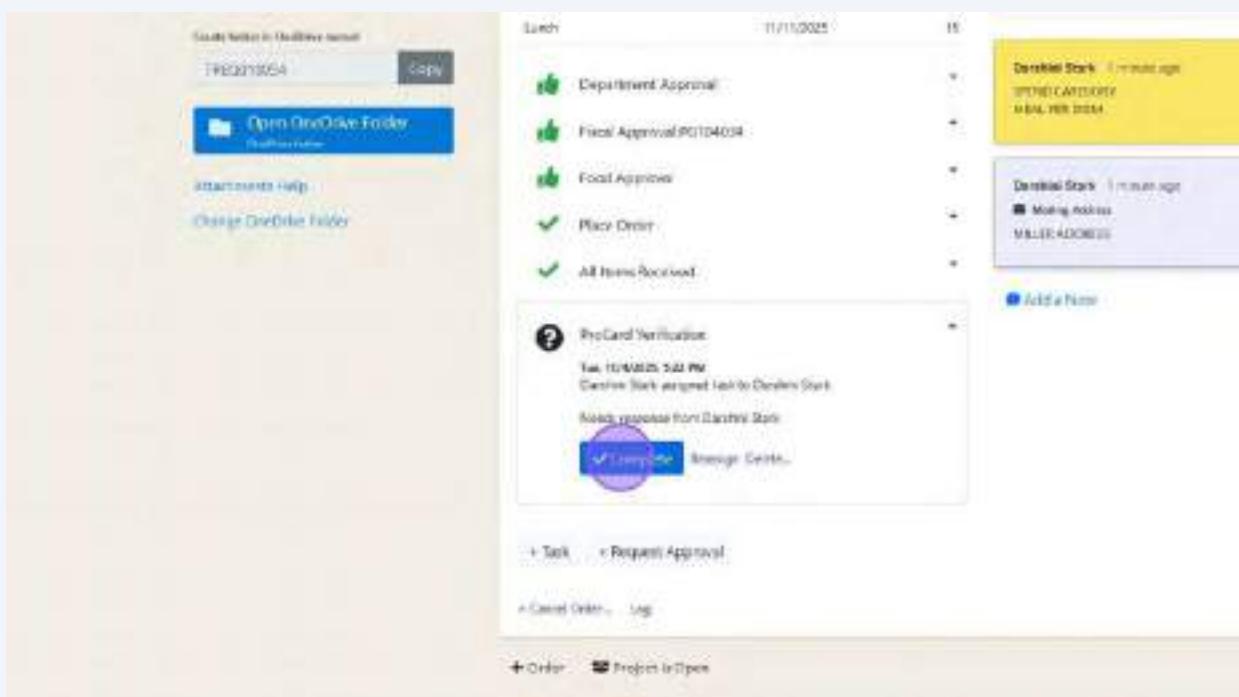
Do not complete verification until the all items received task has been completed. We are unable to verify any charge for an item that was to be delivered without proof of delivery.

112



113

Once you've completed verification, you can mark it complete on your list to complete the order.



Open OneOrder Folder

Open OneOrder Folder

Attachments Help

Change OneDrive Folder

Task: 11/11/2015 13

Department Approval

Food Approval (PO104004)

Food Approval

Place Order

All Items Received

David Stark - 1 message

SPEND CATEGORY: MEAL FOR DINNER

David Stark - 1 message

Move to Recycle Bin

Miller Adcock

Add a Note

ProCard Verification

Sat, 11/11/2015, 10:02 PM

David Stark assigned task to David Stark

Wait for response from David Stark

Completed Note (optional)

Revert Revert Revert

+ Task → Request Approval

This screenshot shows a Microsoft OneDrive interface. On the left, there's a sidebar with options like 'Open OneOrder Folder', 'Attachments', 'Help', and 'Change OneDrive Folder'. The main area displays a task list with items such as 'Department Approval', 'Food Approval (PO104004)', 'Food Approval', 'Place Order', and 'All Items Received'. A specific task for 'David Stark' is highlighted, showing a message from him. A 'ProCard Verification' dialog box is open, showing a timestamp of 'Sat, 11/11/2015, 10:02 PM' and a note that 'David Stark assigned task to David Stark'. It also says 'Wait for response from David Stark'. The dialog has a 'Completed Note (optional)' field and a 'Revert' button. At the bottom, there are buttons for '+ Task' and '→ Request Approval'.