

# Updated Non-Fiscal ProCard Process (11.2025)

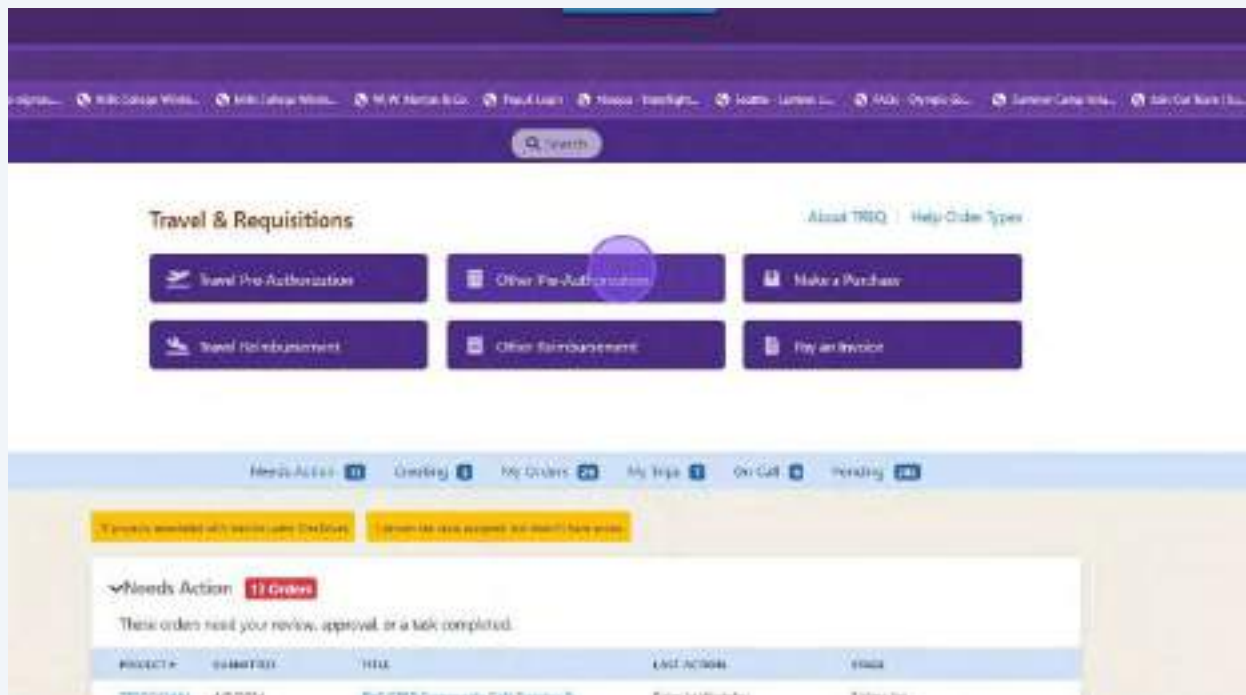
## Creating a TREQ Prior to Purchase



**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.

Create New Order  
**Pre-Authorization**

**Project Title**  
FY25-26 Software Subscription

**Project Owner**  
Dorshini Stark

**Business Purpose**

**Food**  
☒ No food  
☐ Food will be purchased as part of this project

**Research Subject Payments**  
☒ No research subject payments  
☐ Gift card research subject payments  
☐ Reimbursing food/research subject payments

**Help: Create a Project**  
 Project fields describe the work being done for the college at large. Project fields describe the work being done for the college at large. Title example generated by TREQ. For example:  
 • Travel to GREA  
 • Research Event  
 • Smith / NIS Research  
 • Training Seminar, Professional Development  
 Project Owner  
 Generally this is you. If you are entering an order on behalf of the one who should contact with questions, change this to  
 Business Purpose  
 UW defines business purpose as: "Explanation of how the purchase will benefit the university." In addition, all expenditures on grants are required to be in the university's best interests. For example:  
 • Purchase of SOMETHING for use in the PROGRAM NAME  
 • Purchase of food for use in the PROGRAM NAME program  
 • Purchase of food for a person who student is assisting  
 • Transcription services for interviews performed on NISOR research project  
 • To attend and present paper at ASRA Annual Conference

4

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

Create New Order  
**Pre-Authorization**

**Project Title**  
FY25-26 Software Subscription

**Project Owner**  
Dorshini Stark

**Business Purpose**

**Food**  
☒ No food  
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**Help: Create a Project**  
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 • Purchase of food for a person who student is assisting  
 • Transcription services for interviews performed on NISOR research project  
 • To attend and present paper at ASRA Annual Conference

## 5 Click "Save & Continue"

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

**Food:**

☒ No food

☐ Food will be purchased as part of the project

**Research subject payments:**

☒ No research subject payments

☐ Gift card research subject payments

☐ Reversing fund check research subject payments

**Save & Continue**

**Training Seminar:**

**Project Details:**

Generally this is yes. If on the one side should not

**Business Purpose:**

UW defines business pur UW business. It is additio statement on the state's

- Purchase of SOVET
- Purchase of books
- Purchase of food to
- Transportation is a research project
- To attend and pres

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

ADULTING/ADMIN/STUDENT

Training Needs E... | Project Login | Home | Search | ... | MU College Work... | MU College Work... | WIR Review B Co... | Spill Sage | Range | Spill Sage... | Student | Lecture L... | ...

**Exit Survey**  
What about this survey?

**TREQ018052**  
**FY25-26 Software Subscription**  
Pre-Authorization | Catalog | Gender Use

**Items**

Qty	Name	Unit	Amount	Line

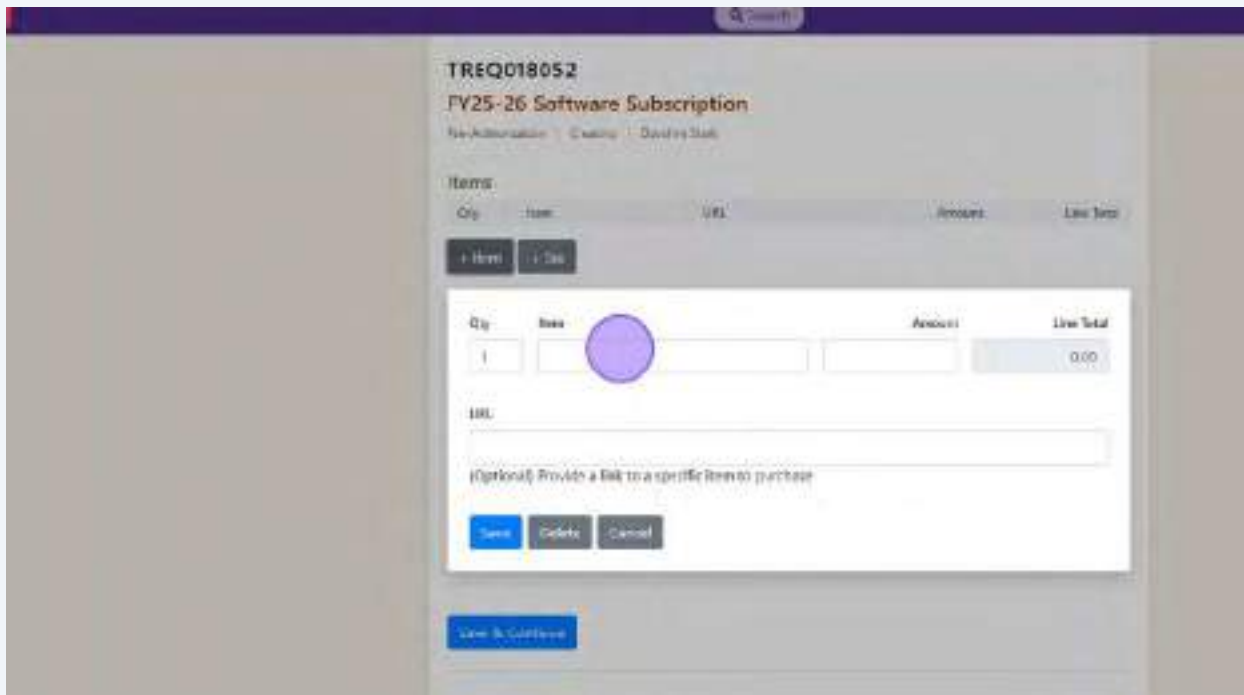
**+ Item** **+ Tax**

**Save & Continue**

**Add a Note**

**Cancel/Exit Data...**

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



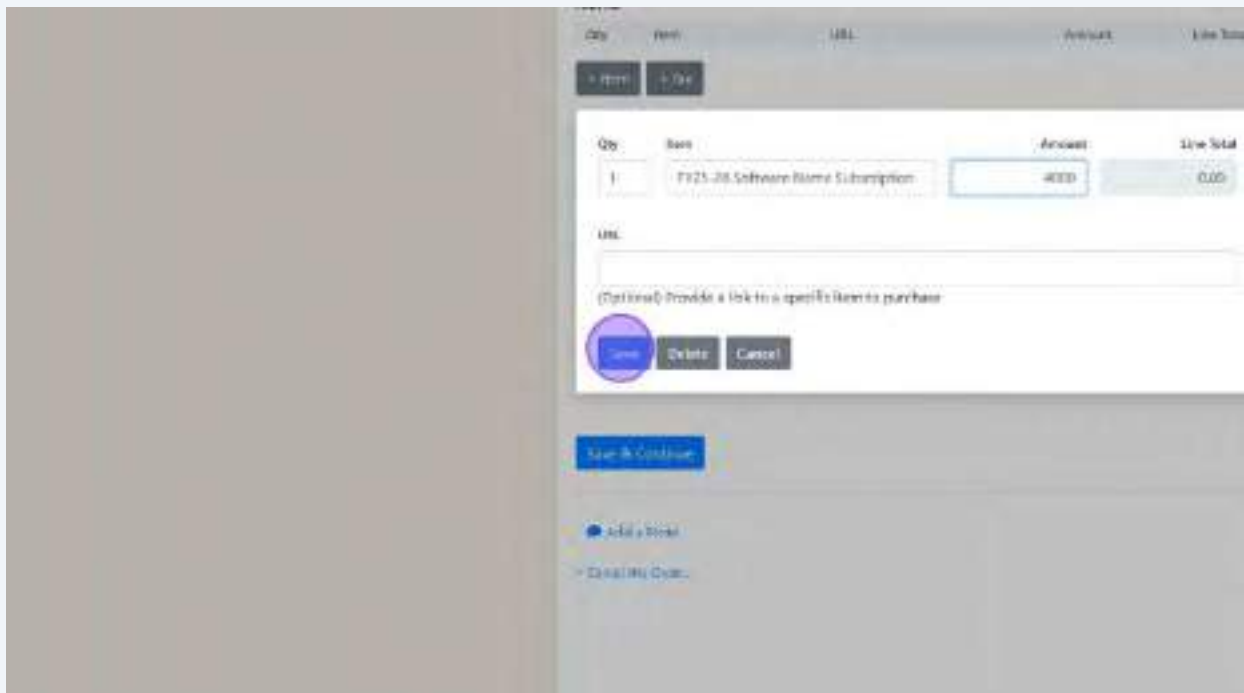
The screenshot shows a web form for 'TREQ018052 FY25-26 Software Subscription'. The form is in 'Creating' state. It has a table with columns: Qty, Item, URL, Amount, and Line Total. The first row has Qty '1', Item 'FY25-26 Software Subscription', and Line Total '0.00'. The 'Amount' field is highlighted with a purple circle. Below the table is a 'URL' field with a placeholder '(Optional) Provide a link to a specific item to purchase'. At the bottom are buttons for 'Save', 'Delete', 'Cancel', and 'Save & Continue'.

Qty	Item	URL	Amount	Line Total
1	FY25-26 Software Subscription			0.00

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

Save Delete Cancel Save & Continue

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



The screenshot shows the same web form as before, but the 'Amount' field now contains the value '4000'. The 'Save' button is highlighted with a purple circle. The 'Line Total' remains '0.00'. The 'Save & Continue' button is also visible at the bottom.

Qty	Item	URL	Amount	Line Total
1	FY25-26 Software Subscription		4000	0.00

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

Save Delete Cancel Save & Continue

9 Click "Save & Continue"

**TREQ018052**  
**FY25-26 Software Subscription**  
Fiscal Institution: Creating | Danielle Stark

Items:

Qty	Item	Unit	Amount	Unit Tot
1	FY25-26 Software Name Subscription		4000.00	\$4,000.00

[Add Item](#) [Save & Continue](#)

[Add a Note](#)

[Cancel this Order...](#)

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

**TREQ018052**  
**FY25-26 Software Subscription**  
Fiscal Institution: Creating | Danielle Stark

**Upload Attachments**

Create Folder in OneDrive named

TREQ018052 [Copy](#)

[Open OneDrive folder](#)

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

[Start Uploading](#)

**Help: Attachments**

Frequently supplemental files are needed to process requests in TREQ, for example:

- Receipts scanned as PDF files
- Signed food policy documents
- Conference agendas
- Invoice to be paid

**OneDrive**

To make managing files easier for you and the fiscal team, we are doing file related to TREQ in a OneDrive file share. This gives you drag-and-drop file management, ability to preview files online, and to share files with your team.

The fiscal office will designate a specific OneDrive folder you should use for your TREQ requests. 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 set up.

**Project Folder Name**

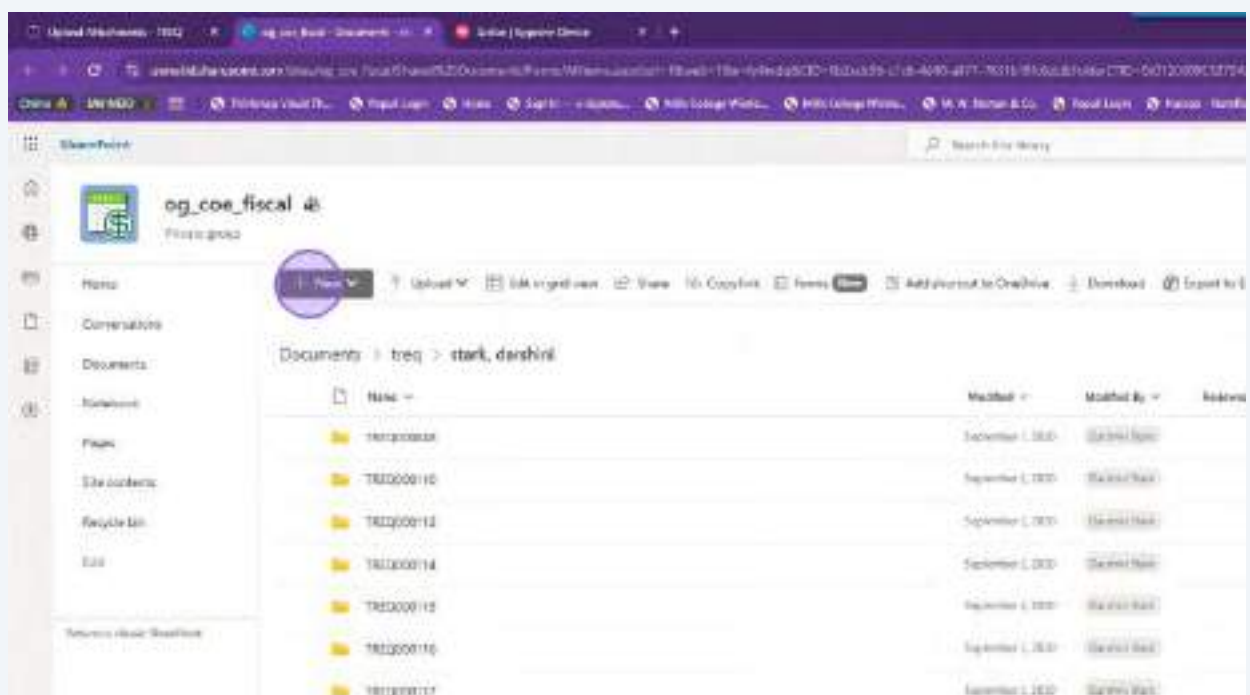
Your budget manager will give you instructions for how to organize your TREQ attachments in OneDrive. Generally they will tell you to create a folder per TREQ project, using the Project Number as the folder name: TREQ Project number followed by "TREQ01234".

These folder names are just suggestions. It's 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.

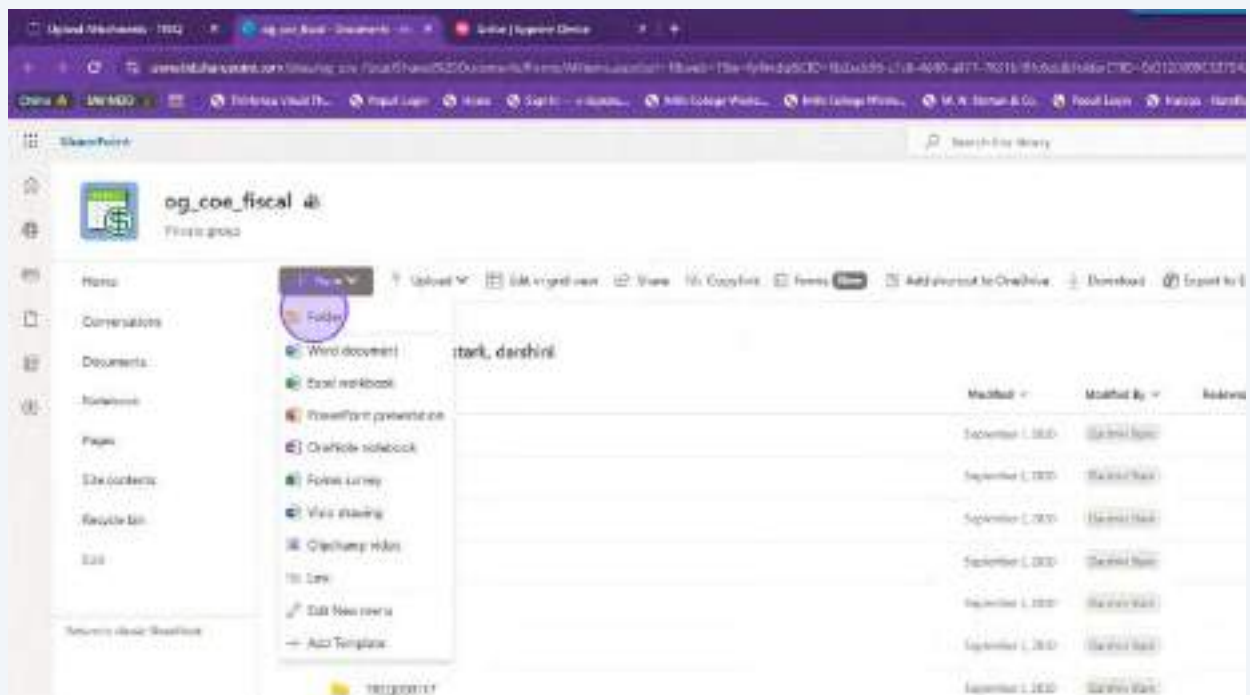
11 Then click the "Open OneDrive Folder OneDrive Folder" button.

The screenshot shows a web page for 'TREQ018052 FY25-26 Software Subscription'. It includes a 'Help: Attachments' section with a list of required file types: Receipts, Signed Policy documents, Confirms, and Invoices. A 'OneDrive' section explains how to manage files and provides instructions on folder naming. The 'Upload Attachments' section has a text input field containing 'TREQ018052' and a 'Copy' button. Below this is a large blue button labeled 'Open OneDrive Folder OneDrive Folder', which is circled in purple. At the bottom of the upload section is a 'Done Uploading' button.

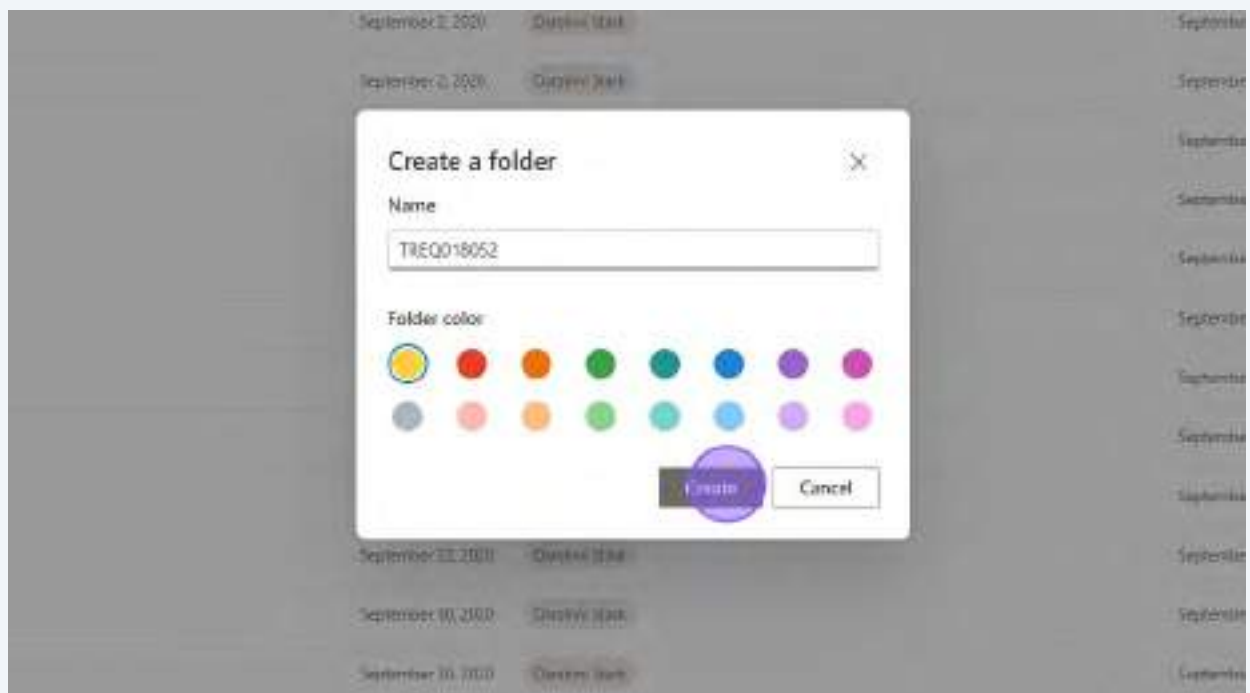
12 It will take you to your TREQ SharePoint folder. Click "New"



### 13 Click "Folder"

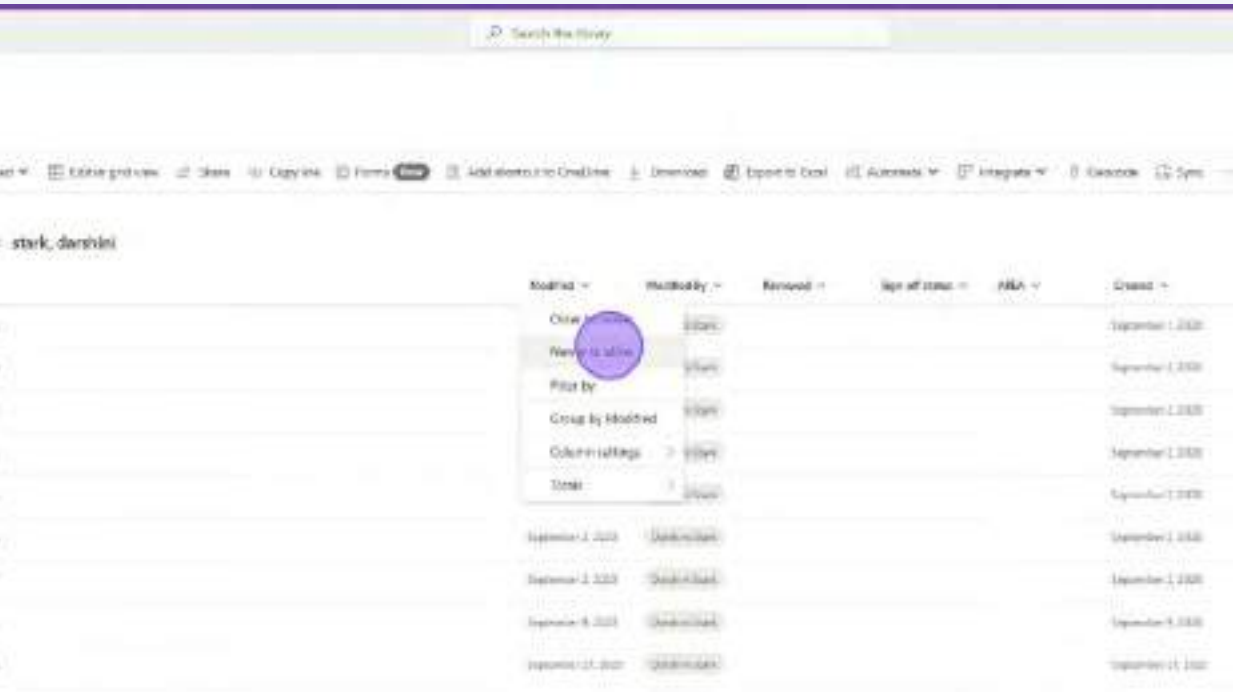


### 14 Paste the TREQ number in the "Name" box then click "Create".

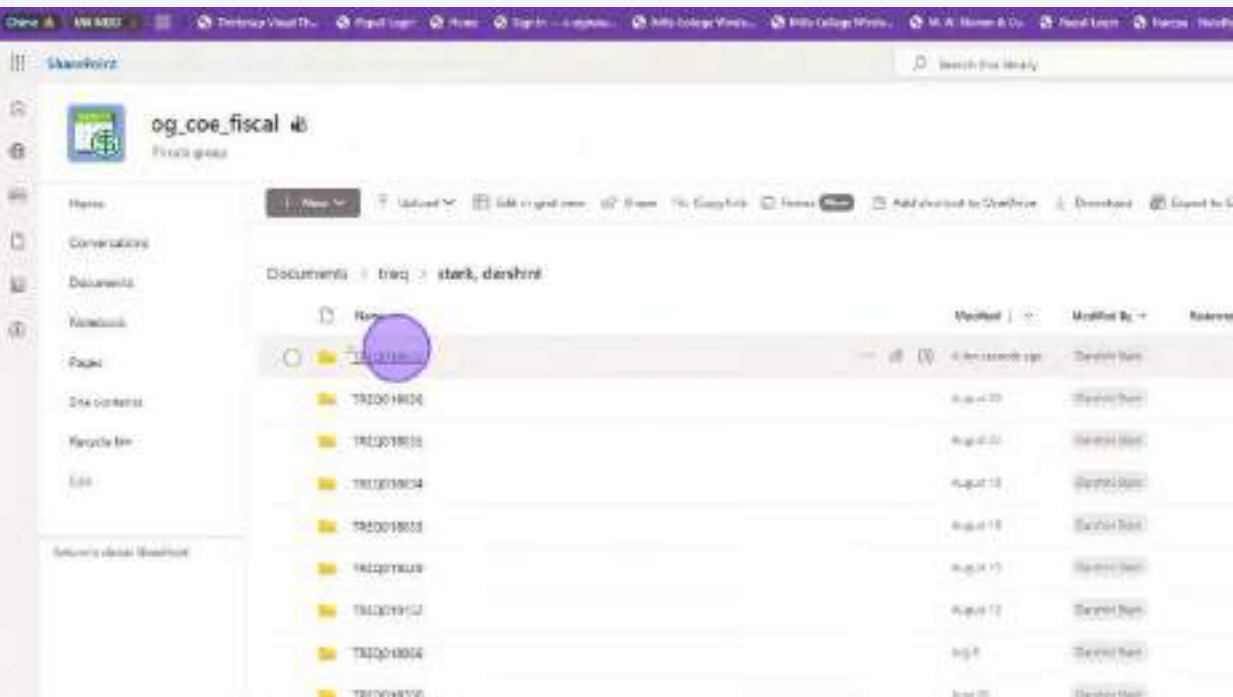




15

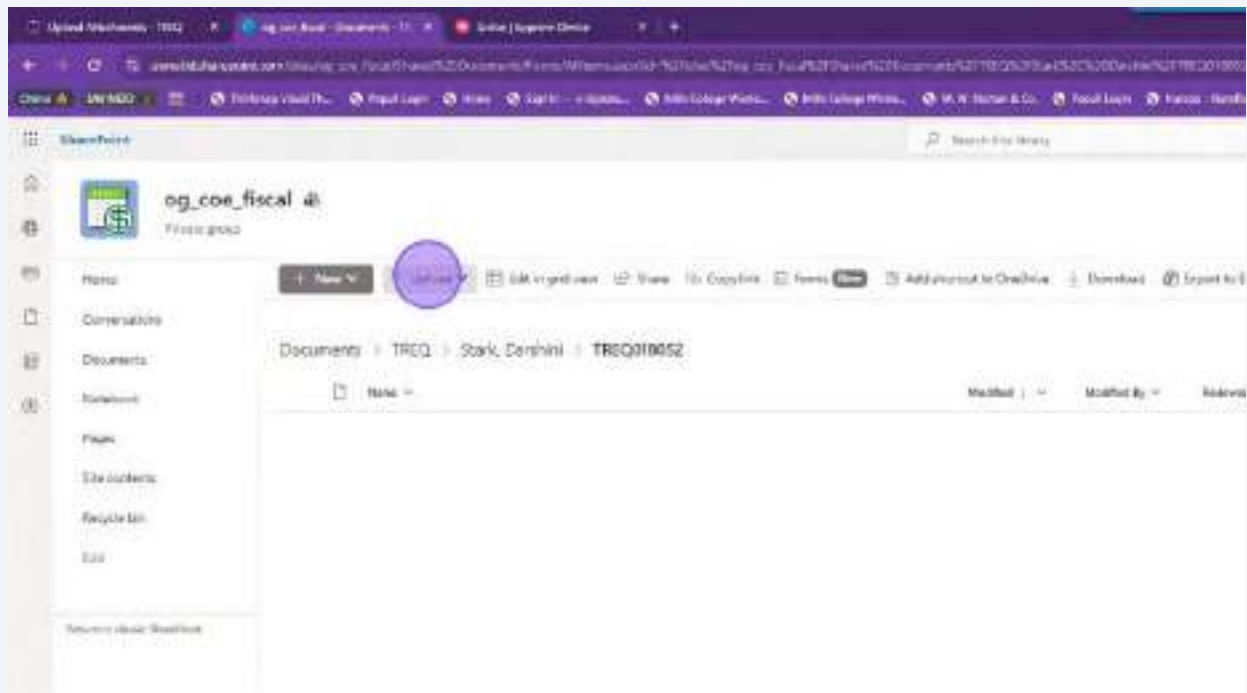


16

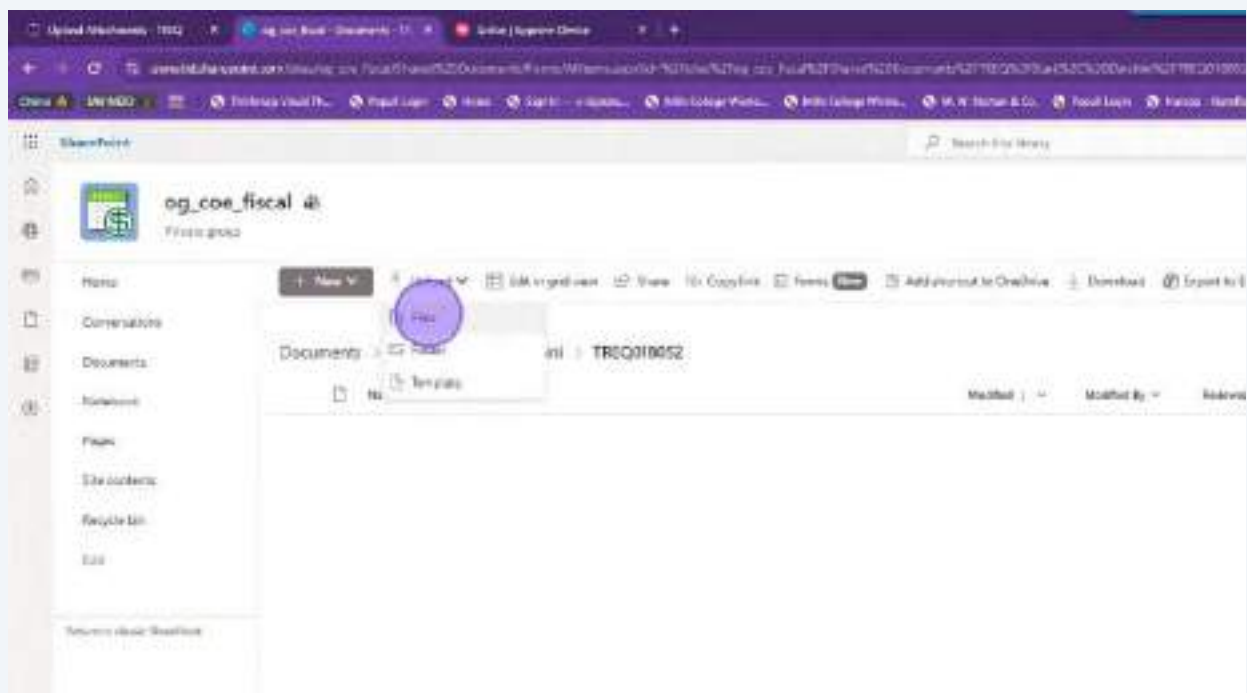




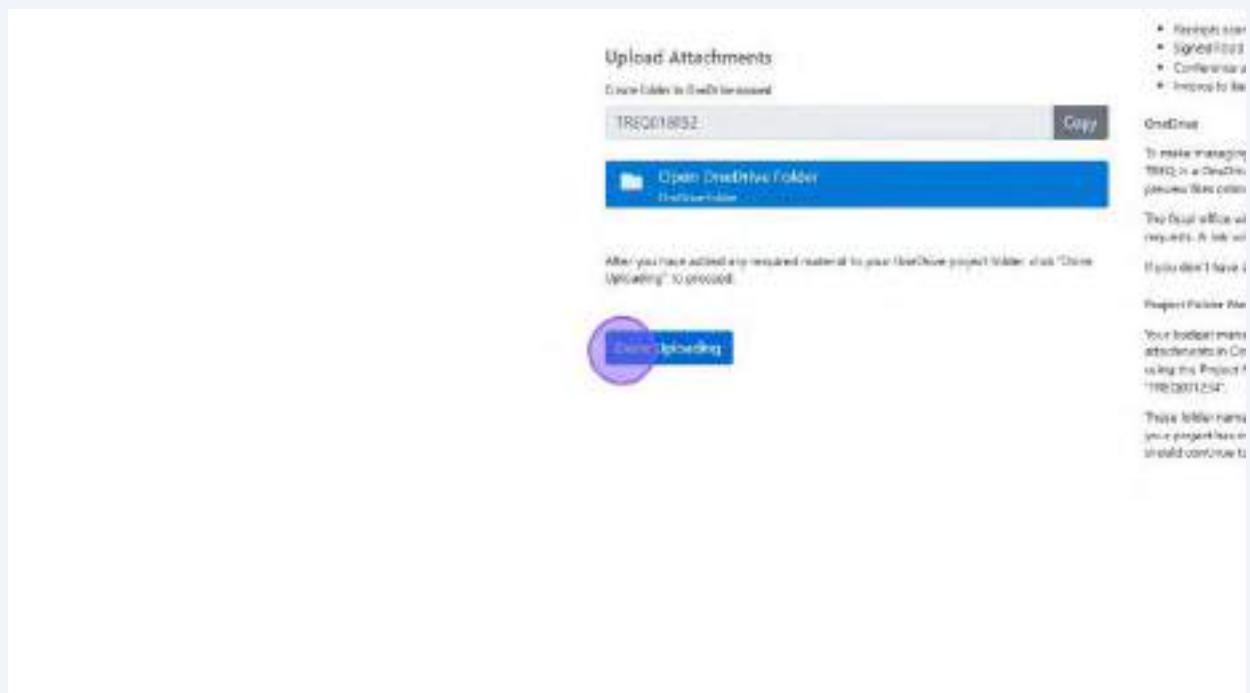
- 17 To upload any supporting documentation you may have at this time, press "+Upload"



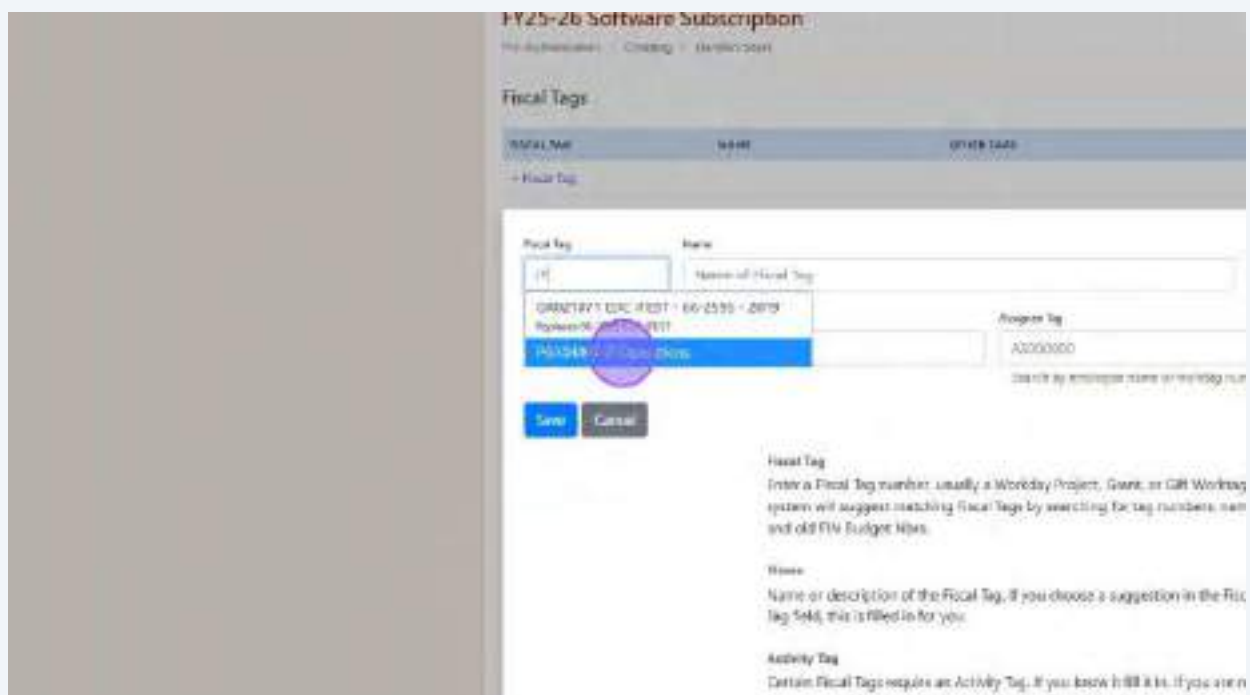
- 18 Then click files (you can also drag and drop your files into the folder).



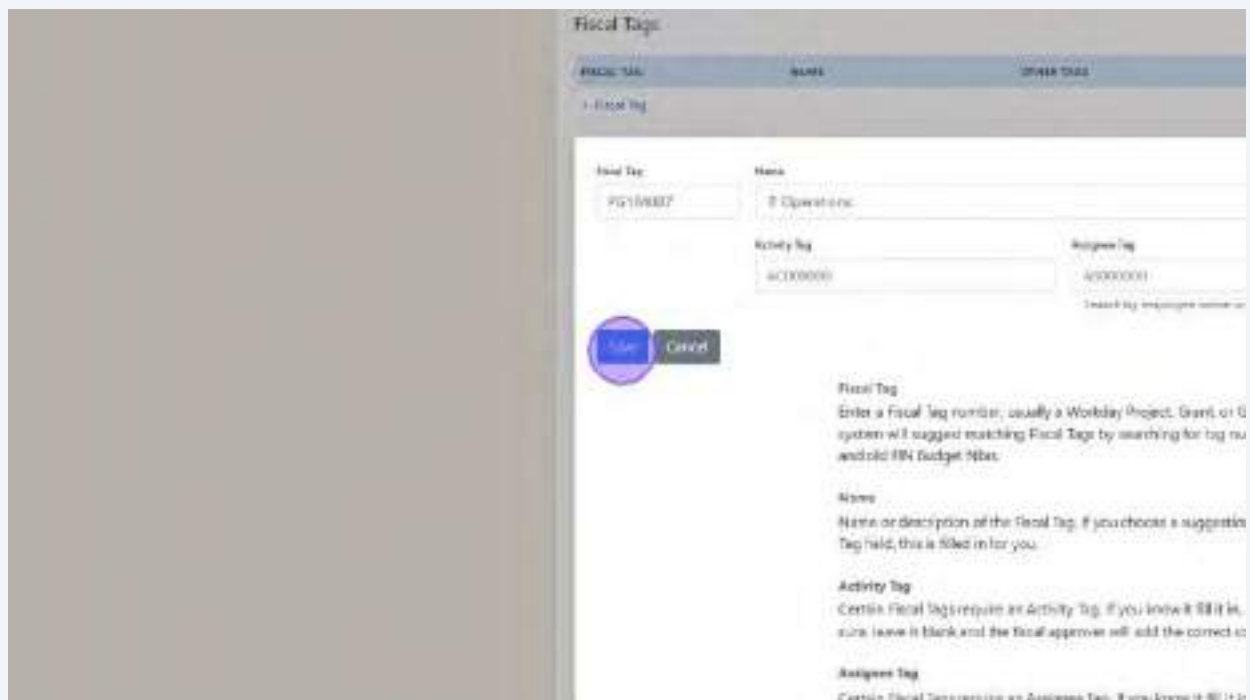
## 19 Return to TREQ and press "Done Uploading"



## 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"

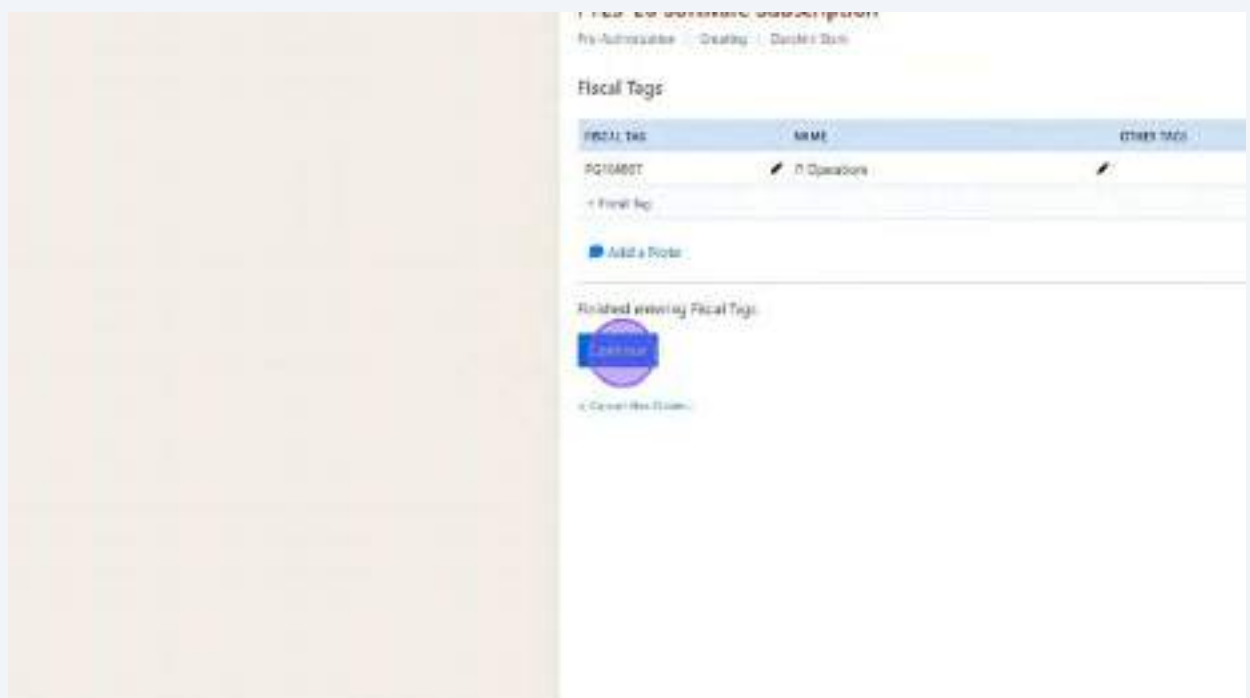


The screenshot shows a 'Fiscal Tags' form with the following fields and values:

- Fiscal Tag:** PG16AB07
- Name:** IT Operations
- Activity Tag:** 60000000
- Assignee Tag:** 40000000

A red circle highlights the 'Save' button. Below the form, there is a 'Cancel' button. To the right of the form, there is a section titled 'Fiscal Tag' with instructions: 'Enter a Fiscal Tag number, usually a Workday Project, Grant, or G system will suggest matching Fiscal Tags by searching for tag nu and old FM Budget Nbrs.' Below this, there is a section titled 'Name' with instructions: 'Name or description of the Fiscal Tag. If you choose a suggested Tag field, this is filled in for you.' Below this, there is a section titled 'Activity Tag' with instructions: 'Certain Fiscal tags require an Activity Tag. If you know it fill it in, sure leave it blank and the fiscal approver will add the correct id' Below this, there is a section titled 'Assignee Tag' with instructions: 'Certain Fiscal Tags require an Assignee Tag. If you know it fill it in'.

## 22 Click "Continue"



The screenshot shows the 'Fiscal Tags' form with a table of existing tags. The table has three columns: 'FISCAL TAG', 'NAME', and 'OTHER TAGS'. The first row contains the following data:

FISCAL TAG	NAME	OTHER TAGS
PG16AB07	IT Operations	

Below the table, there is a red circle highlighting the 'Continue' button. Above the table, there is a section titled 'Fiscal Tags' with instructions: 'Enter a Fiscal Tag number, usually a Workday Project, Grant, or G system will suggest matching Fiscal Tags by searching for tag nu and old FM Budget Nbrs.' Below this, there is a section titled 'Name' with instructions: 'Name or description of the Fiscal Tag. If you choose a suggested Tag field, this is filled in for you.' Below this, there is a section titled 'Activity Tag' with instructions: 'Certain Fiscal tags require an Activity Tag. If you know it fill it in, sure leave it blank and the fiscal approver will add the correct id' Below this, there is a section titled 'Assignee Tag' with instructions: 'Certain Fiscal Tags require an Assignee Tag. If you know it fill it in'.

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** [Change Project](#)

**Project Owner:**  
Darthini Stark

**Business Purpose:**  
The business purpose goes here and should explain how this benefits the college and the budget (esp if it's on a grant)

**Items**

Item	Change Item
FY25-26 Software Items Subscription	\$4,000.00
<b>Total</b>	<b>\$4,000.00</b>

**Fiscal Tags** [Change Fiscal Tags](#)

TAG	SUMMARY	OTHER TAGS	SPICE
W1100001	IT Equipment		4

**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**

**Approver Note**

(Optional) Add a note if this project needs additional explanation for the approval.

**Submit**

[Go to My Projects](#)

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"

**Travel & Requisitions**

Travel Pre-Authorization | Other Pre-Authorization | Make a Purchase  
Travel Reimbursement | Other Reimbursement | Pay an Invoice

Needs Action 1 | Creating 2 | **My Orders 27** | My Trips 7 | On Call 4 | Pending 26

**Needs Action 13 Orders**

These orders need your review, approval, or a task completed.

PROJECT #	SUBMITTED	TITLE	LAST ACTION	STATUS
TRT0113441	4/28/2024 (Last Submitted)	NYC/SPB Community Code Training & Participation Pay Invoice	Enter in Workflow New (4/28/2024)	Spikes Up 22:00:00
TRT0113442	4/29/2024 (Last Submitted)	Uncover Insights - workshop materials from external consultants, 8hrs Pay Invoice	Final Approval (4/29/24) New (4/29/2024)	Enter in Workflow Spikes Down

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 created in the last 90 days. Click more.

PROJECT #	SUBMITTER	TITLE	LAST ACTION	STATUS
TREQ018002	11/4/2025 Dorinda Smith	TREQ-28 Software Subscription	Fiscal Approval PG104007 Dorinda Smith 11/4/2025	Complete
TREQ018003	10/31/2025 Dorinda Smith	JWS Subscription FY 25-26 Purchase	Place Order Dorinda Smith 10/31/2025	Needs Action Dorinda Smith
TREQ018003	10/31/2025 Dorinda Smith	JWS Subscription FY 25-26 Purchase	Fiscal Approval PG104008 Dorinda Smith 10/31/2025	Complete
TREQ018004	10/30/2025 Dorinda Smith	Purchase Book Purchase	Submitted Dorinda Smith 10/30/2025	Department Approval Marilyn Smith
TREQ018005	9/17/2025 Dorinda Smith	Book Cards for 9/17 - 10/2025 Purchase	Submitted Dorinda Smith 9/17/2025	Department Approval Marilyn Smith
TREQ018006	9/17/2025 Dorinda Smith	License PG104009 - Computing - 10/2025 Purchase	Submitted Dorinda Smith 9/17/2025	Department Approval Marilyn Smith
TREQ018007	9/17/2025 Dorinda Smith	Purchase Office Supplies Purchase	Submitted Dorinda Smith 9/17/2025	Department Approval Marilyn Smith
TREQ018008	9/17/2025 Dorinda Smith	Guest Speaker Dr. Jackson - Class 102 Purchase	Submitted Dorinda Smith 9/17/2025	Department Approval Marilyn Smith

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. It is on a grid.

Attachments

Create folder in OneDrive (optional)

TREQ018002 [Copy](#)

[Open OneDrive Folder](#)  
OneDrive

ERASupports - Help  
Change OneDrive Folder

PG10-20 Software Name Subscription	\$4,000.00	ADD TO PRE
Total	\$4,000.00	PG104007 10/20/2025

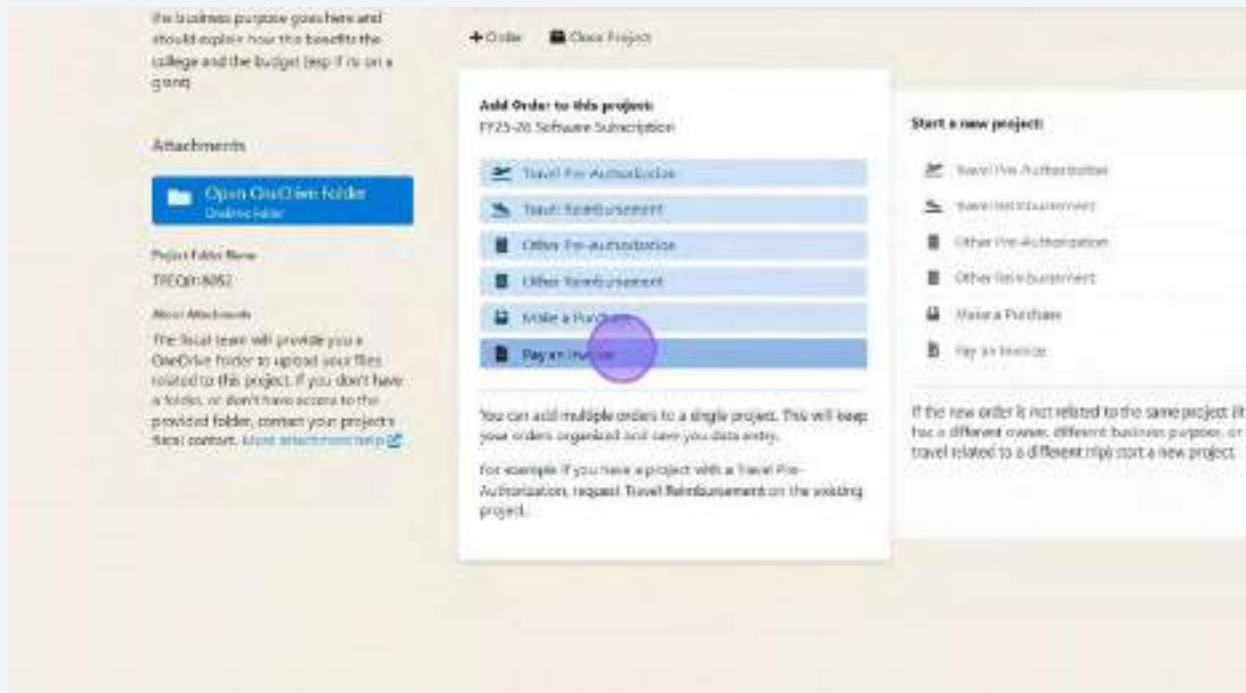
Department Approval  
Fiscal Approval PG104007

+ Task + Request Approval

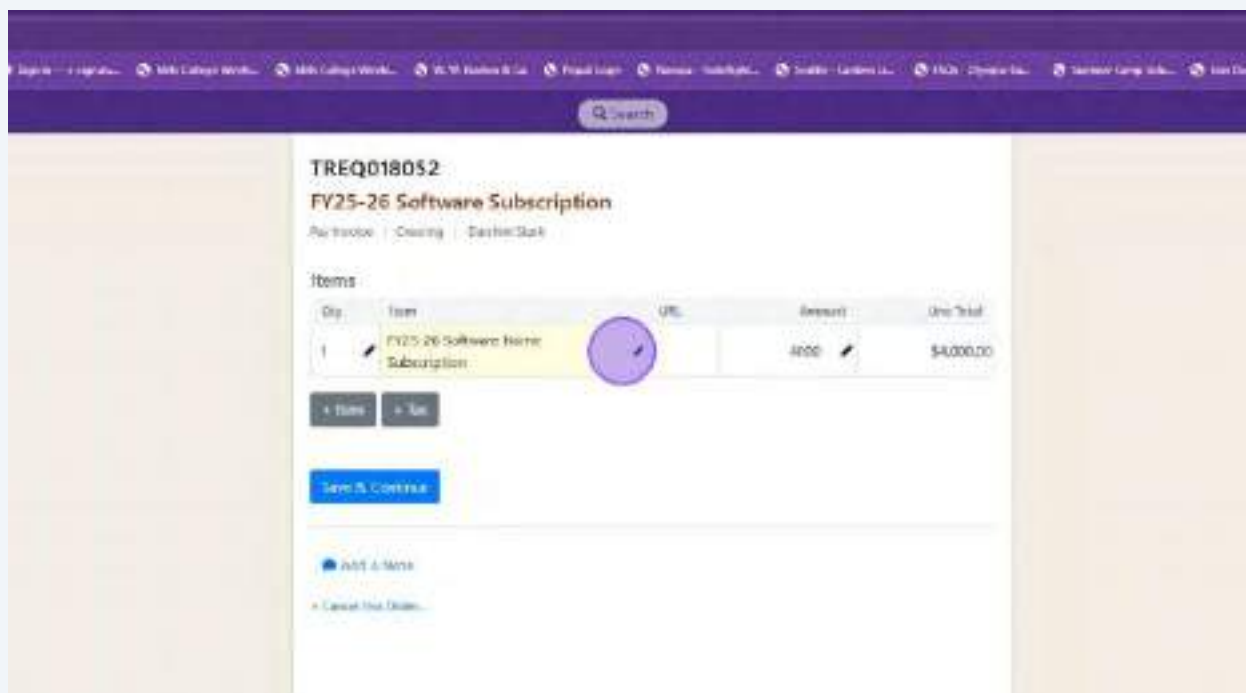
[Order](#) [Close Project](#)

[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"

The screenshot shows a checkout interface for a 'FY25-26 Software Subscription'. At the top, there are fields for 'Qty' (set to 1), 'Item' (FY25-26 Software Subscription), 'Amount' (500), and 'Line Total' (\$500.00). Below this is a 'URL' field and a note: 'Optional: Provide a link to a specific item to purchase'. At the bottom of this section, three buttons are visible: 'Save' (highlighted with a red circle), 'Continue', and 'Cancel'. Below the buttons is a 'Save & Continue' button and an 'Add a Note' section with a 'Cancel this Order...' link.

Qty	Item	Amount	Line Total
1	FY25-26 Software Subscription	500	\$500.00

URL

Optional: Provide a link to a specific item to purchase

[Save](#) [Continue](#) [Cancel](#)

[Save & Continue](#)

[Add a Note](#)

[Cancel this Order...](#)

### 32 Click "Save & Continue"

This screenshot shows the same checkout interface as the previous one, but with the 'Save & Continue' button highlighted by a red circle. The 'Save' button is no longer highlighted.

TREQ018052  
FY25-26 Software Subscription  
Qty: 1 | Item: FY25-26 Software Subscription | Amount: 500.00 | Line Total: \$500.00

[Items](#) [Tax](#)

[Save & Continue](#)

[Add a Note](#)

[Cancel this Order...](#)

33

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

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

Copy

**Open OneDrive Folder**

When you have added any requested material to your OneDrive project folder, click "Done uploading" to proceed.

**Done uploading**

**Help: Attachments**

Properly supplemental files are needed to process requests in TREQ. For example:

- Receipts scanned as PDF files
- Signed Food Policy documents
- Conference agendas
- Receipts to be paid

**OneDrive**

To make 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 ability to preview files online and to share files with your team.

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

If you don't have a TREQ OneDrive folder yet, contact your budget manager to get an access.

**Project Folder Names**

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 numbers look like "TREQ001234".

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.

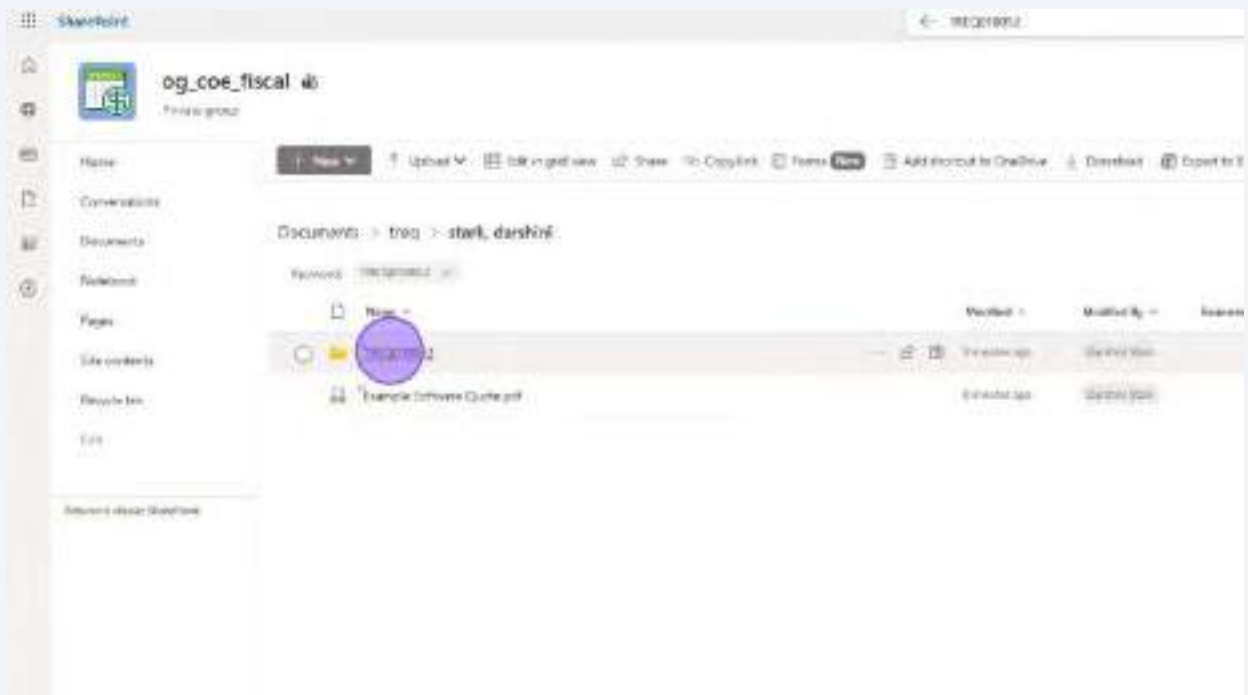
34

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

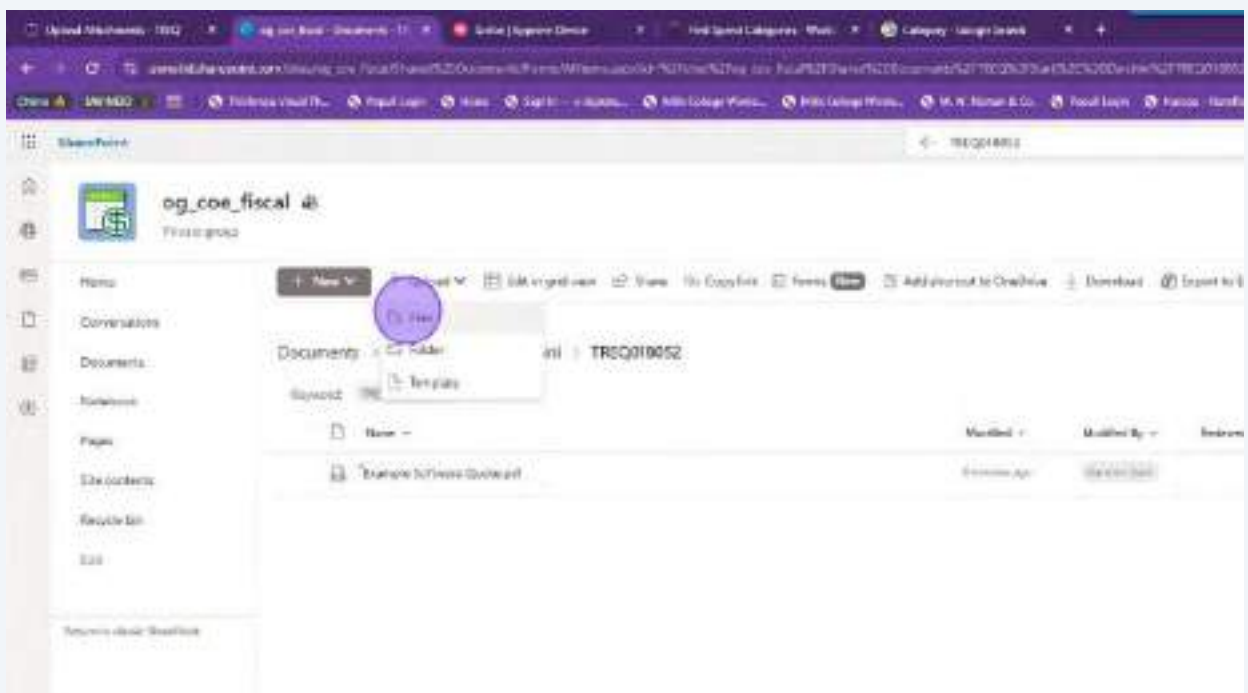
Search: TREQ018052

Modified	Modified By	Released	Type of Item	ARS	Created
September 1, 2022	Garrett Stark				September 1, 2022
September 1, 2022	Garrett Stark				September 1, 2022
September 1, 2022	Garrett Stark				September 1, 2022
September 1, 2022	Garrett Stark				September 1, 2022
September 1, 2022	Garrett Stark				September 1, 2022
September 1, 2022	Garrett Stark				September 1, 2022
September 1, 2022	Garrett Stark				September 1, 2022

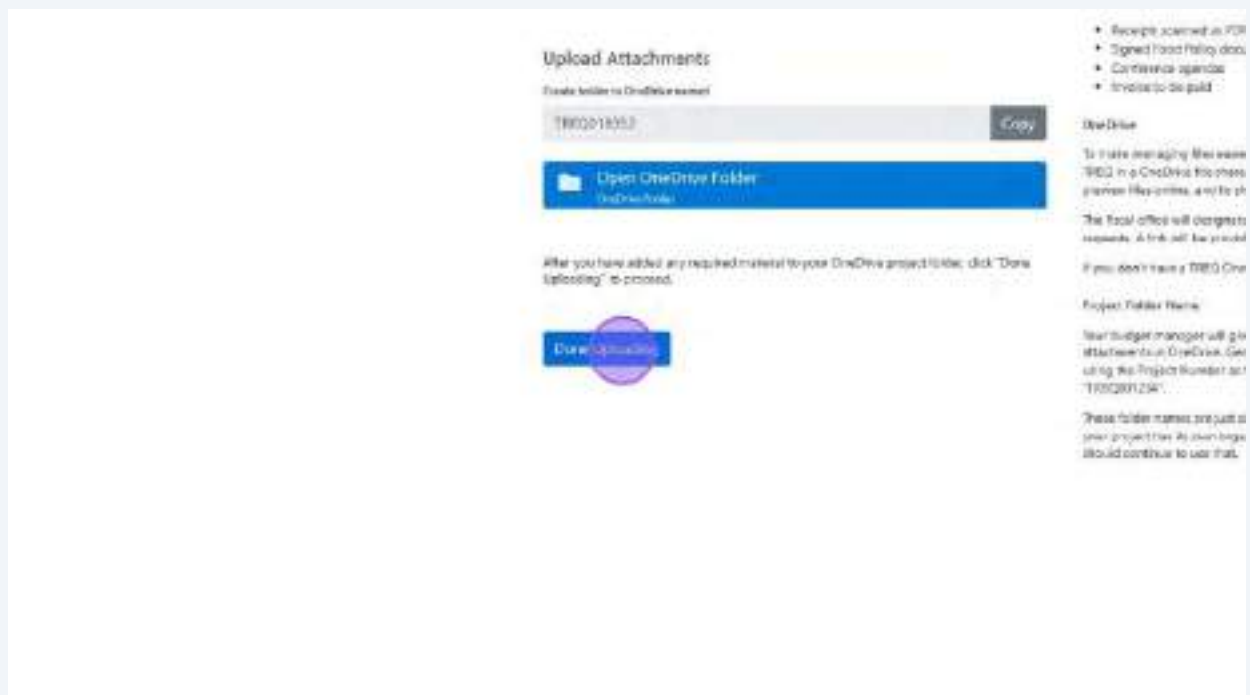
35 Open the TREQ folder.



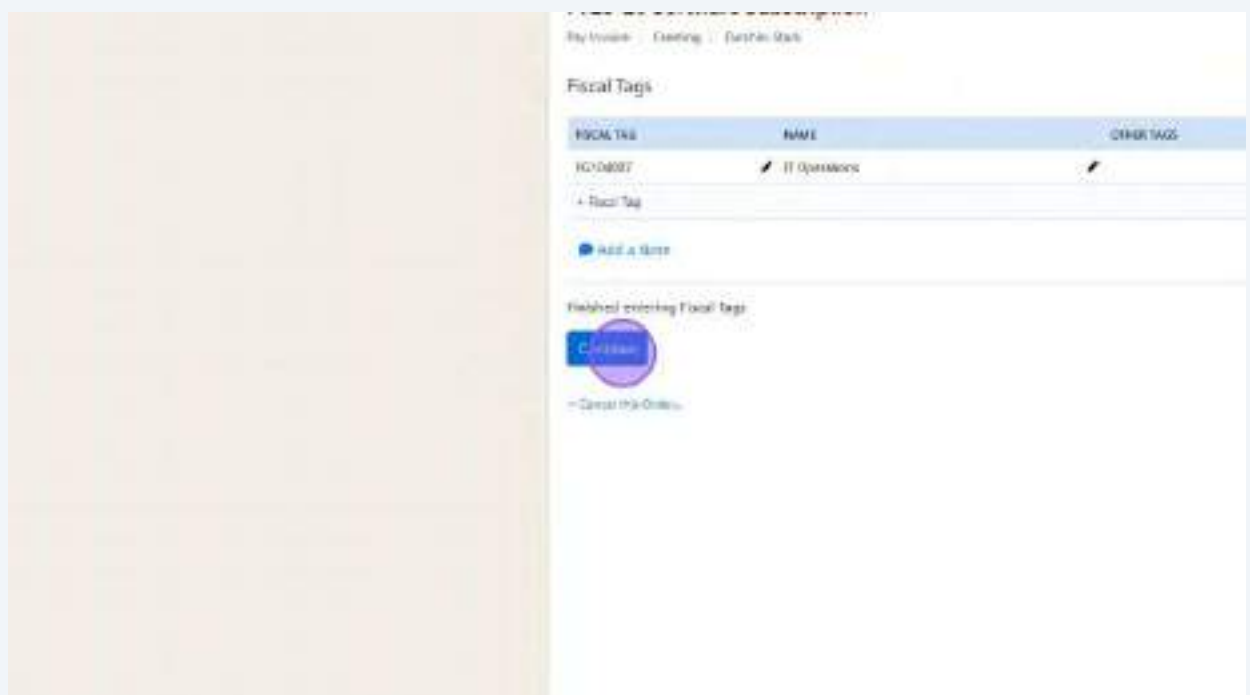
36 To upload the supporting documentation, click "upload" then "files"



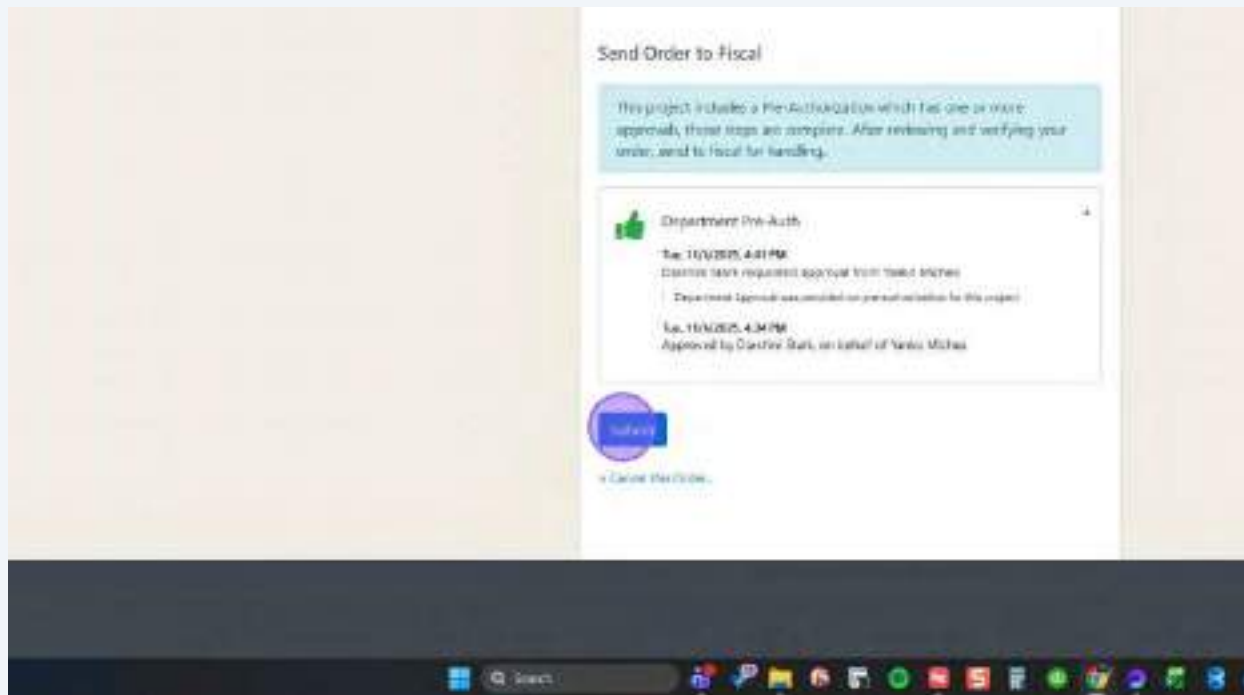
**37** Click "Done Uploading" to move on to the next page.



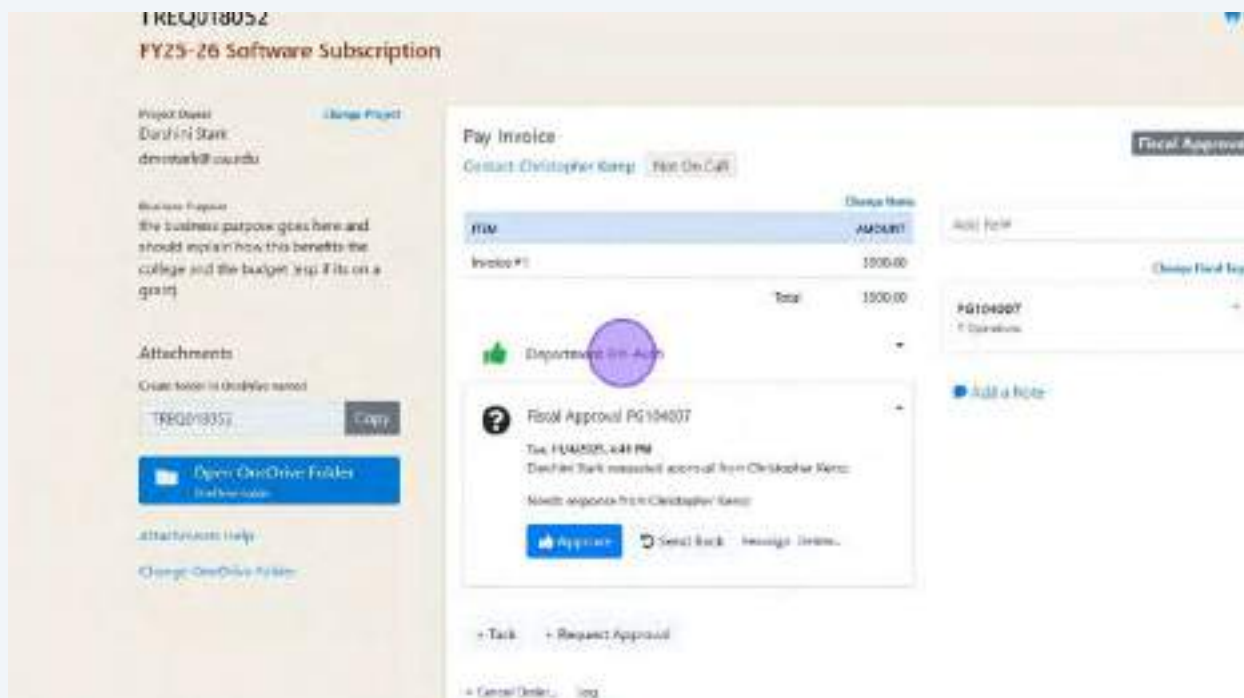
**38** If there are no changes to the fiscal tag, click "Continue".



39 Click "Submit" after reviewing.

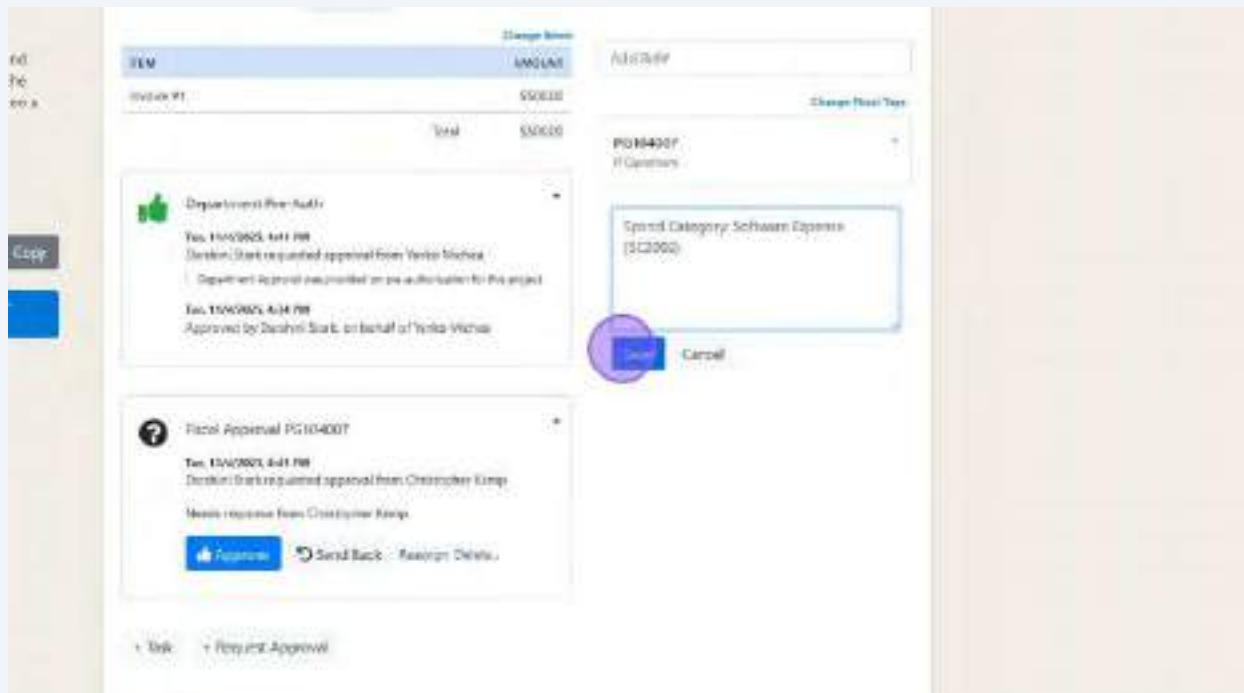


40 Since the Pre-Auth was fully approved, all + orders to it will have the department approval already completed.



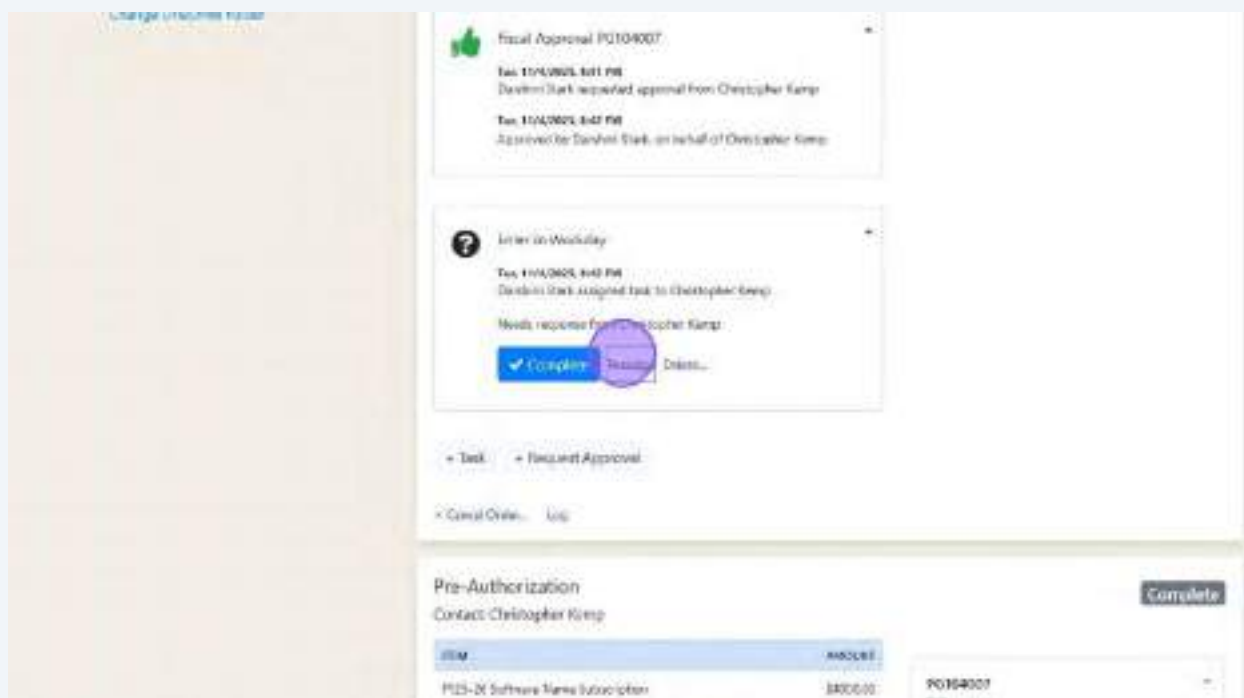
41

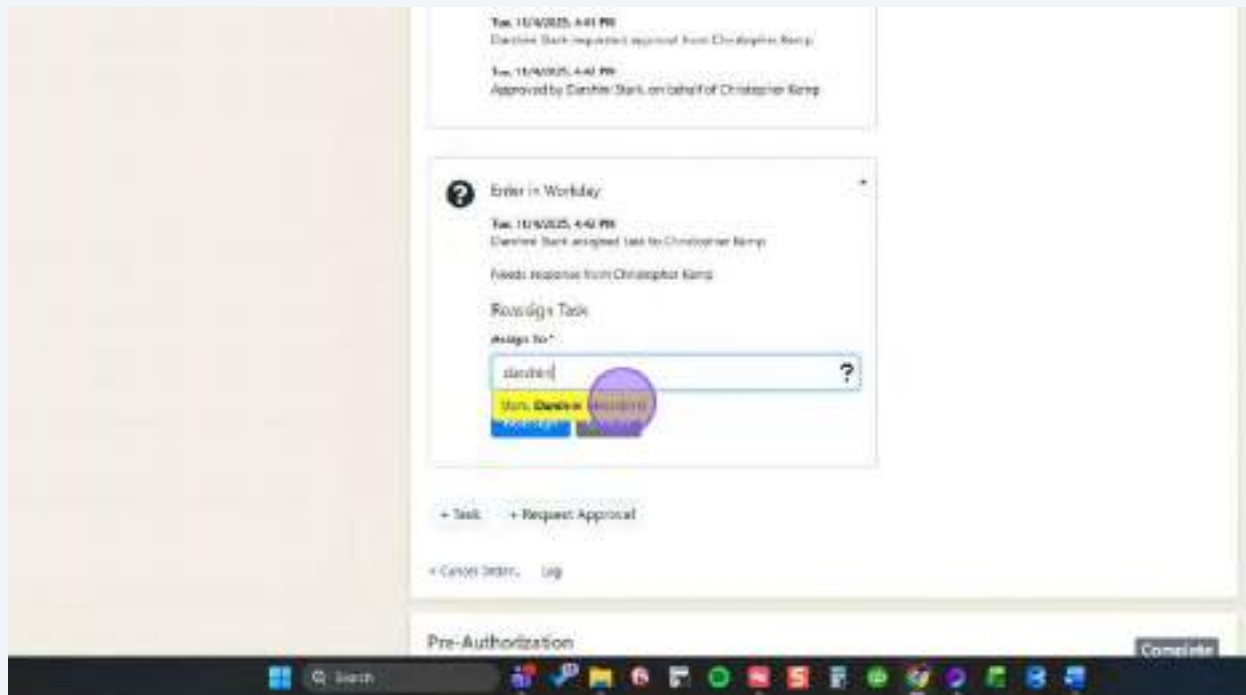
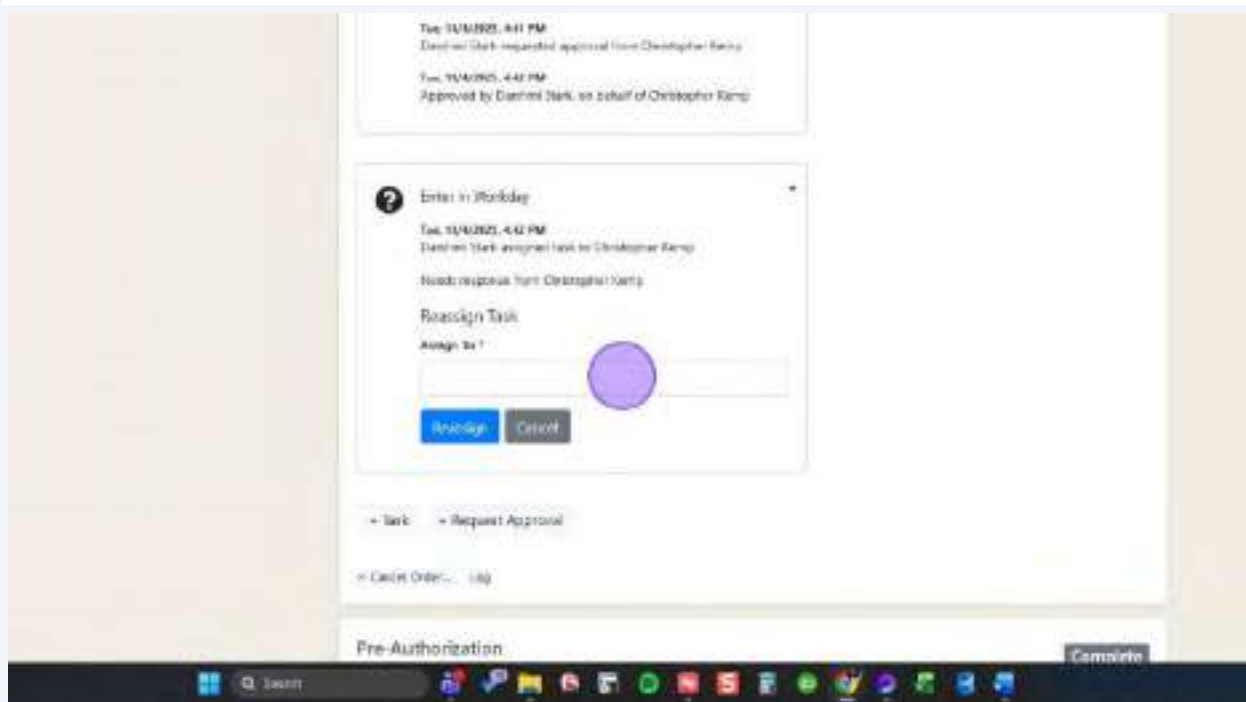
The budget manager will add the spend category before reassigning the TREQ to you.



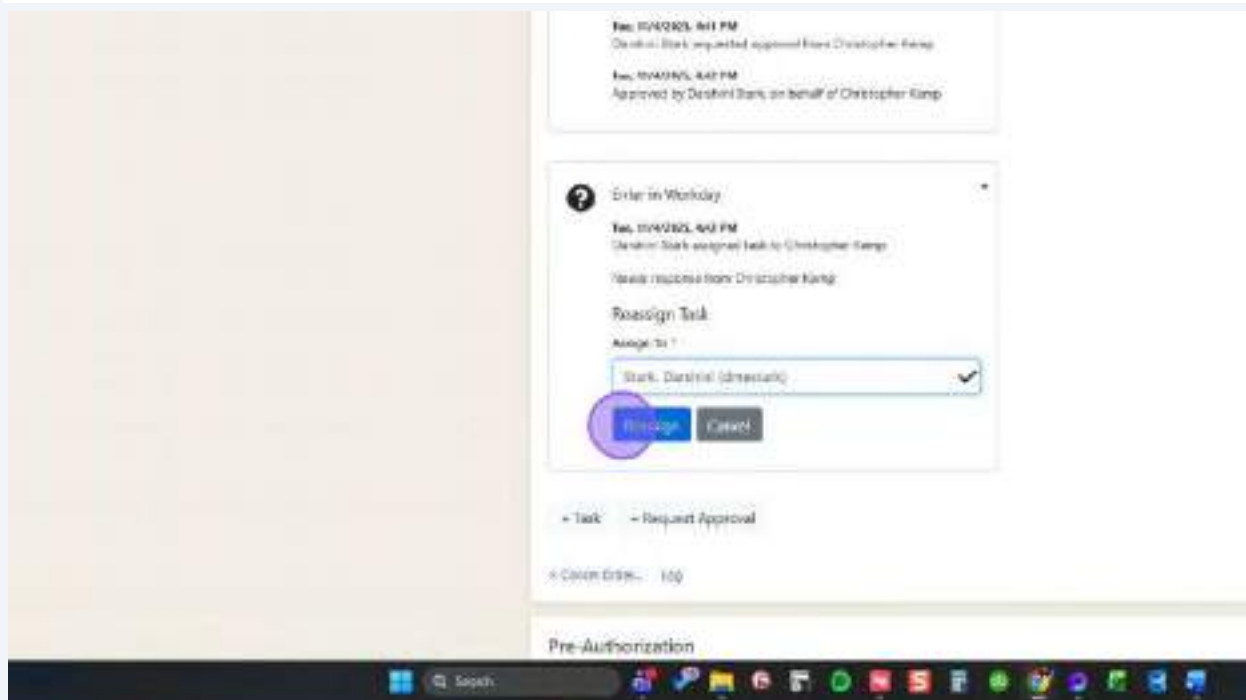
42

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

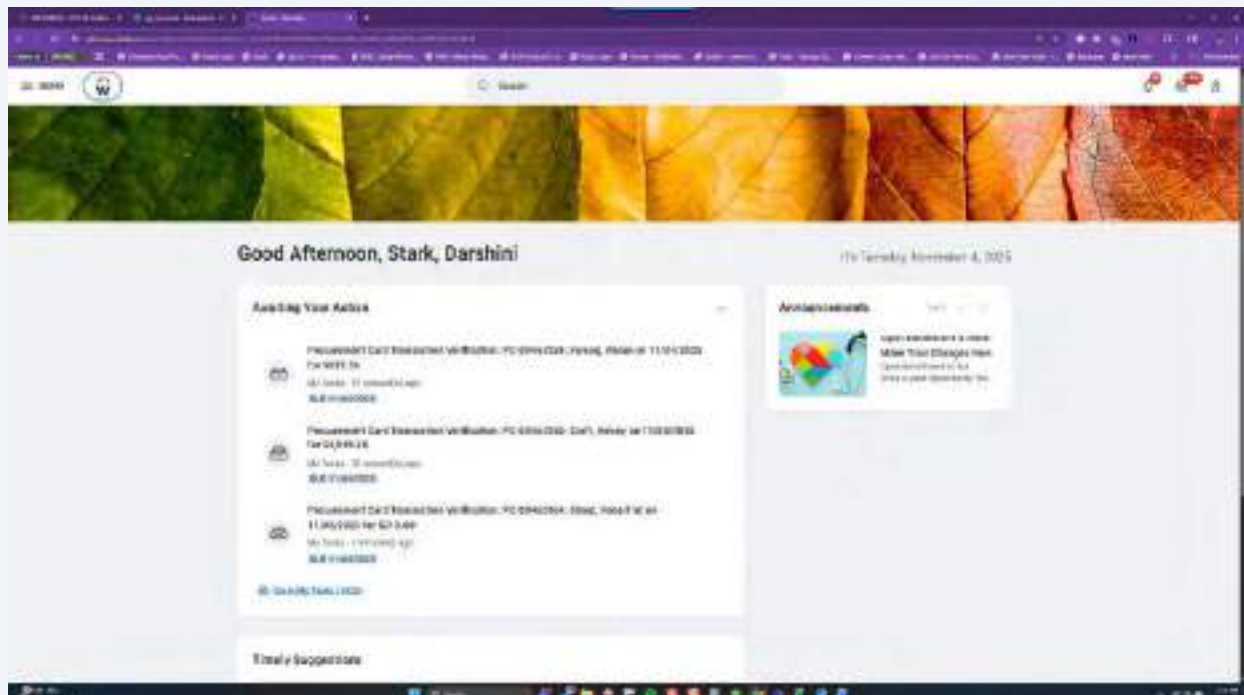
In your “Needs Action” list, you’ll see any tasks assigned to you that still need to be completed. Click on the TREQ you need to verify to open it.

[illegible]

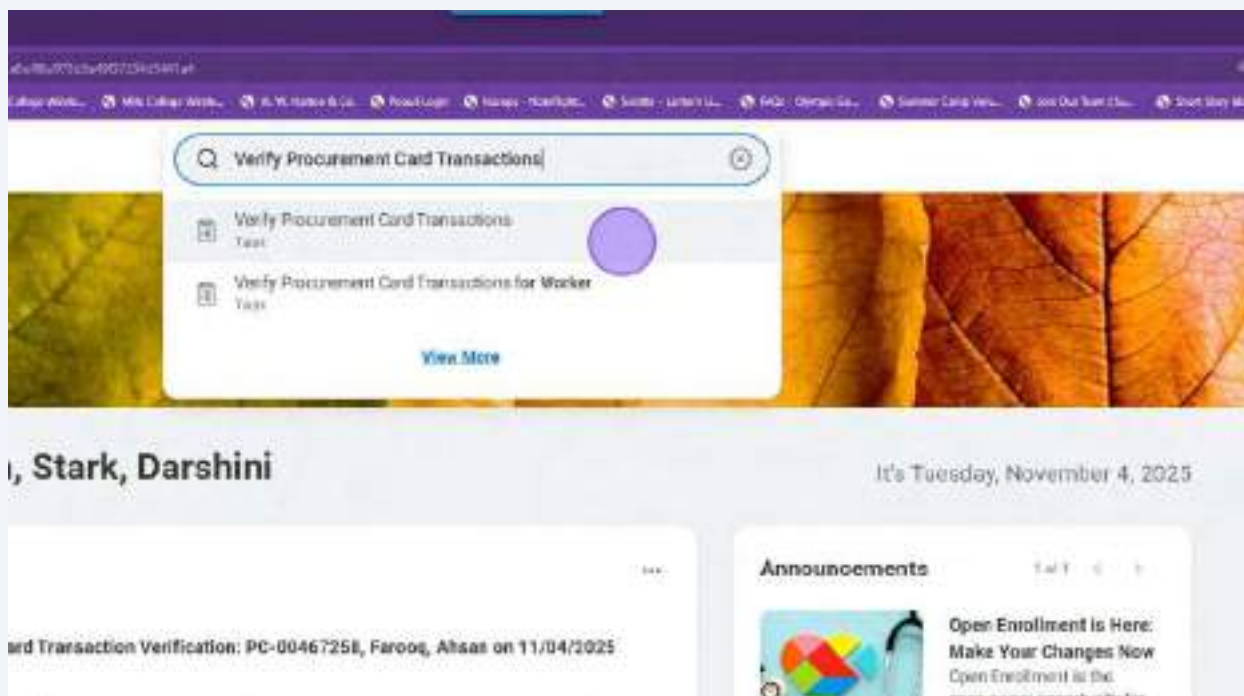
44

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

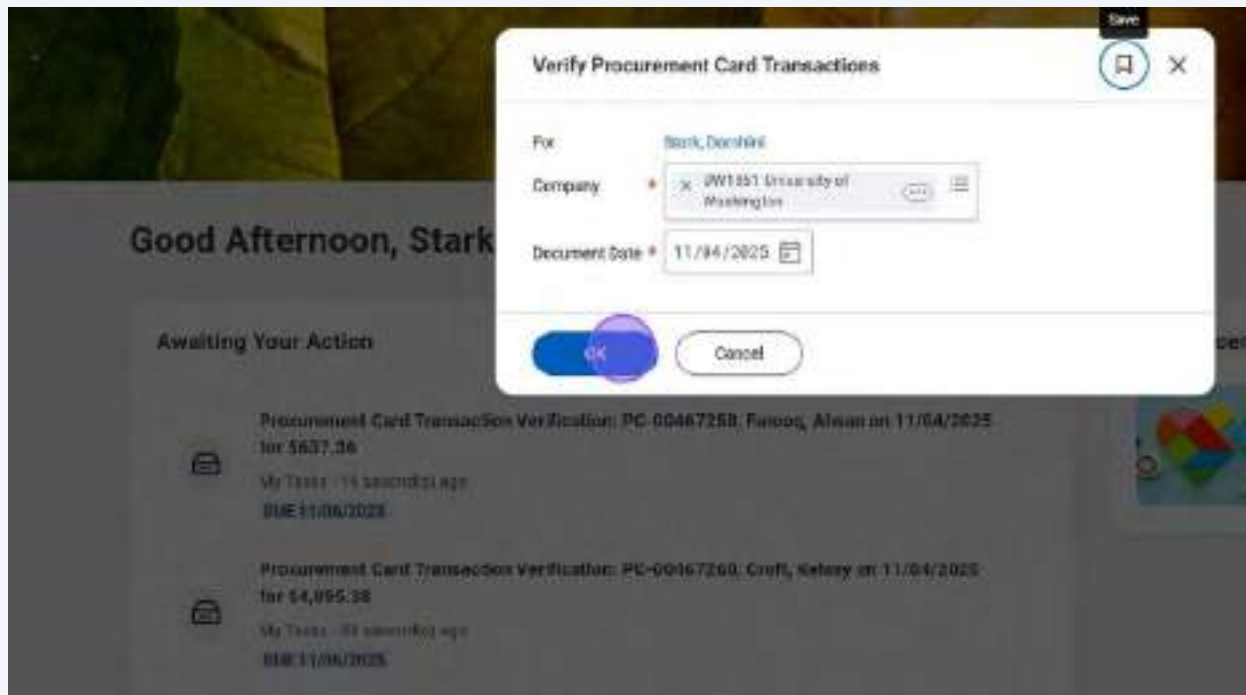
## 45 Press **Ctrl + V**



## 46 Click "Verify Procurement Card Transactions Task"



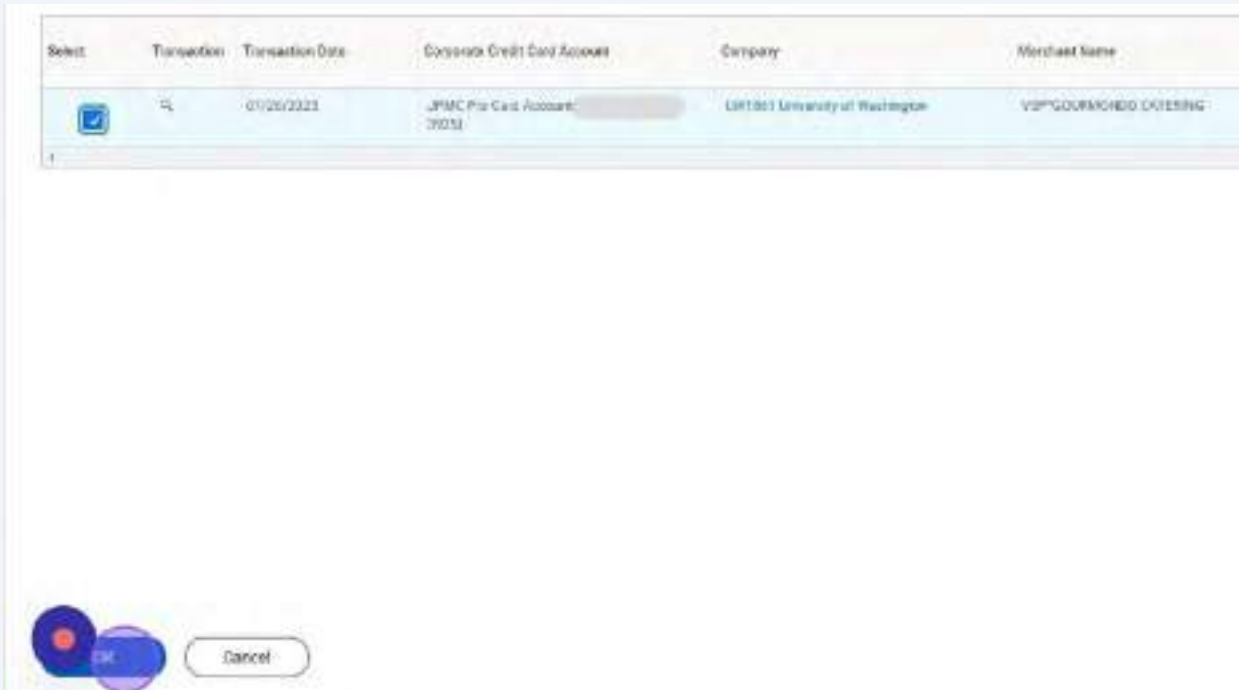
## 47 Click "OK"



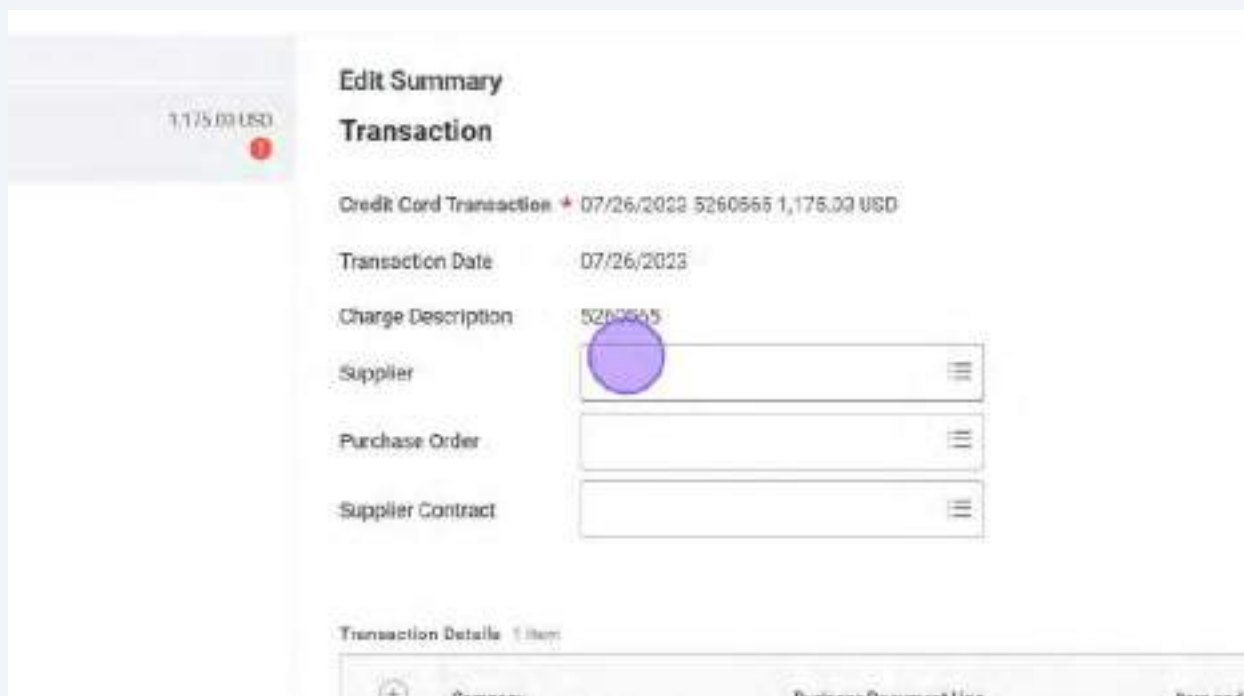
## 48 Select the transaction that needs to be verified



49 Click "OK"



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



## 51 Select correct Supplier.

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

The screenshot shows a software interface with a search dropdown menu. The dropdown is titled 'Search Results (1)' and contains one entry: 'GOURMONDO CATERING CO'. A purple circle highlights the search results area. The interface also includes fields for 'Transaction Date', 'Transaction Description', 'Order', and 'Contract'. On the right side, there is a section titled 'Amount' with fields for 'Remaining Transaction', 'Credit Card Transaction', 'Transaction Currency', 'Sales Tax Collected', 'Default Tax Option', 'Default Tax Code', and 'Tax Amount'. At the bottom, there is a table with columns: 'Company', 'Business Document Line', 'Item and Category', and 'Tax'.

Company	Business Document Line	Item and Category	Tax
		Item	Tax Amount

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	1,175.03
Transaction Currency	USD
Sales Tax Collected	<input checked="" type="checkbox"/>
Default Tax Option	<div>select one</div>
Default Tax Code	<div></div>
Tax Amount	0.00

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

53

Type a description of the purchase.

Business Document Line	Item and Category	Tax
	<div>Item</div> <div></div> <div>Line Item Description</div> <div></div> <div>Commodity Code</div> <div></div> <div>Spend Category</div> <div></div>	<div>Tax Applicability</div> <div></div> <div>Tax Code</div> <div></div>



- 54 Search the Spend Category from the dropdown menu.

Line Item Description

Gourmondo Catering Order

Tax Code

Commodity Code

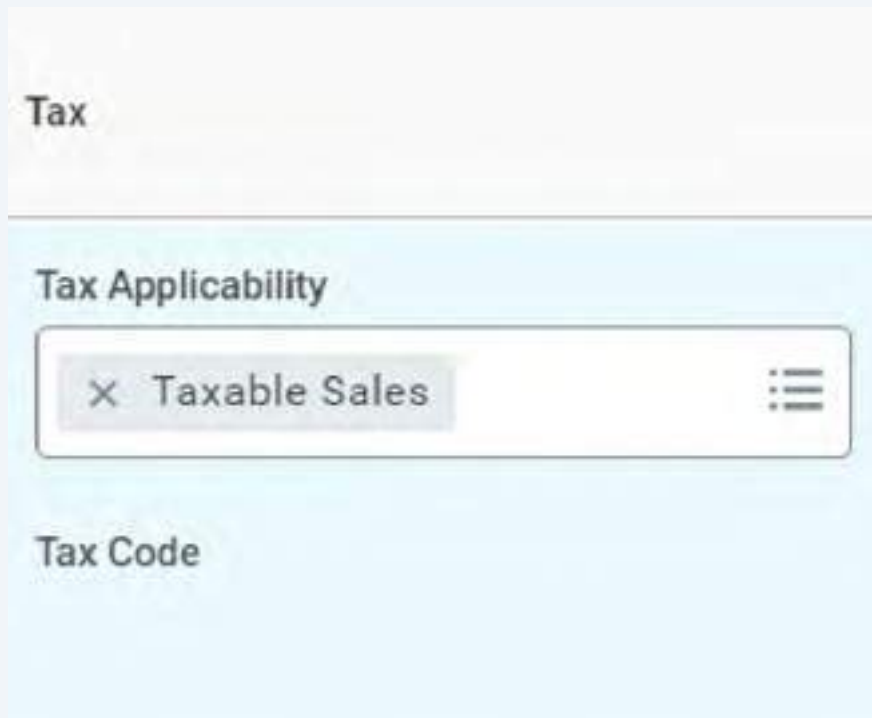
Spend Category

- 55 Select the appropriate Spend Category.

Business Document Line	Item and Category	Tax
	<div>Item</div> <div><div>Search Results (4)</div><div><div><input checked="" type="radio"/> Catering And Prepared Food (SC1152)</div><div><input type="radio"/> Catering And Prepared Food Recharge (SC2129)</div><div><input type="radio"/> Catering And Prepared Food Recovery (SC2130)</div><div><input type="radio"/> Food Expense (SC1078)</div></div><div>Catering</div></div>	<div>Tax Applicability</div> <div>Tax Code</div>

**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.



The image shows a screenshot of a web form. At the top, there is a section labeled 'Tax' in a light gray box. Below this, there is a section labeled 'Tax Applicability' in a light blue box. Inside the 'Tax Applicability' section, there is a dropdown menu that is currently open, showing the selected option 'Taxable Sales' with a small 'x' icon to its left and a three-line menu icon to its right. Below the dropdown menu, there is a section labeled 'Tax Code'.

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 table. The table has the following columns: Item Identifiers, Item Tags, Converted Amount, Memo, Grant, and Gift. The Memo field is highlighted with a purple circle. Above the table, there are fields for Default Tax Code and Tax Amount (0.00). Below the table, there are fields for Currency Rate (1), Converted Amount (1,175.03), and Currency (USD).

58

Enter the Program, Grant, or Gift funding Worktag.

The screenshot shows a software interface with a table. The table has the following columns: Gift, Program, \*Cost Center, and R. The Program field is highlighted with a purple circle. Above the table, there are fields for Default Tax Code and Tax Amount (0.00). Below the table, there is a dropdown menu for \*Cost Center with 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.

Gift	Program	*Cost Center	Resource
	x PG114678 Education   Master of Education in Education Policy	x GCT00929 Education   Fee- Based Programs	x RS Ba Pr

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"

2025 08 JF PO 00013106.pdf  
✓ Successfully Uploaded

Comment

Upload

enter your comment

Submit Save for Later Close

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.

subscription

Pay Invoice

Contact: Christopher Stang Not On Call

Enter in Workday

ITEM	AMOUNT	Ref#
Invoice #1	\$580.00	PC-000000

Description: ProCard / Description of purchase for clarity

Save Cancel

RG104007

Department Pre-Auth

Fiscal Approval RG104007

Enter in Workday

Tue, 11/04/2025, 4:42 PM

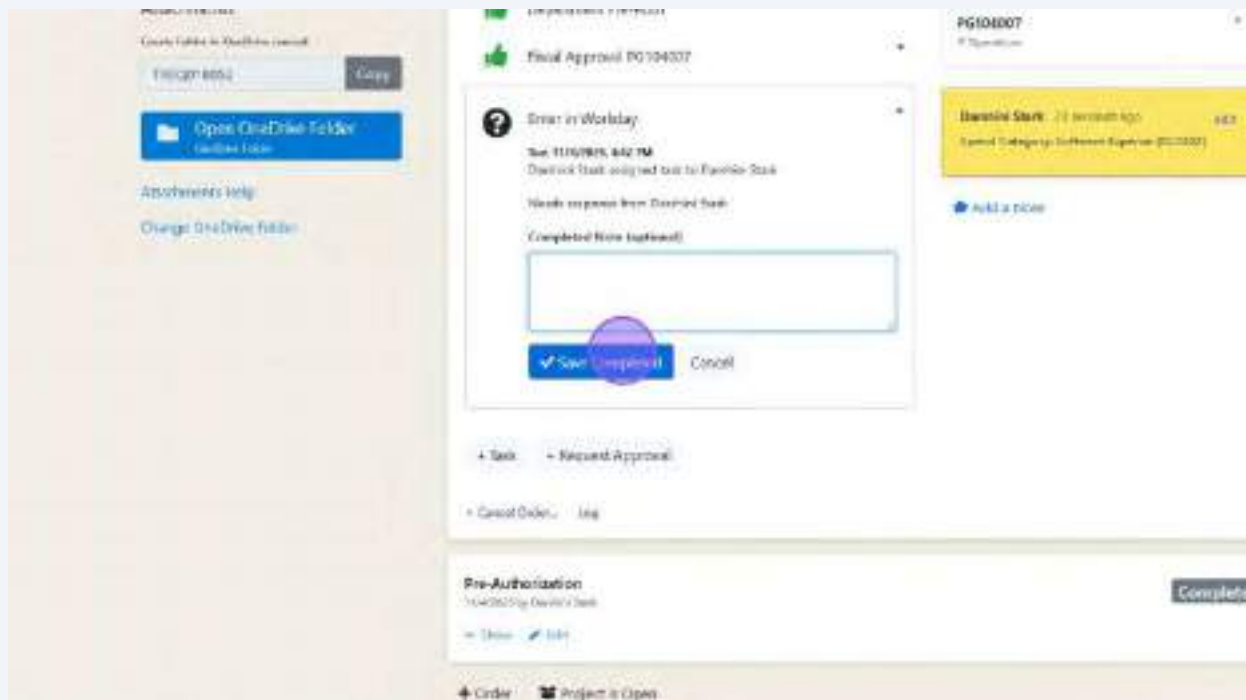
Danesh Stank assigned task to Danesh Stank

Needs response from Danesh Stank

Complete Message Cancel

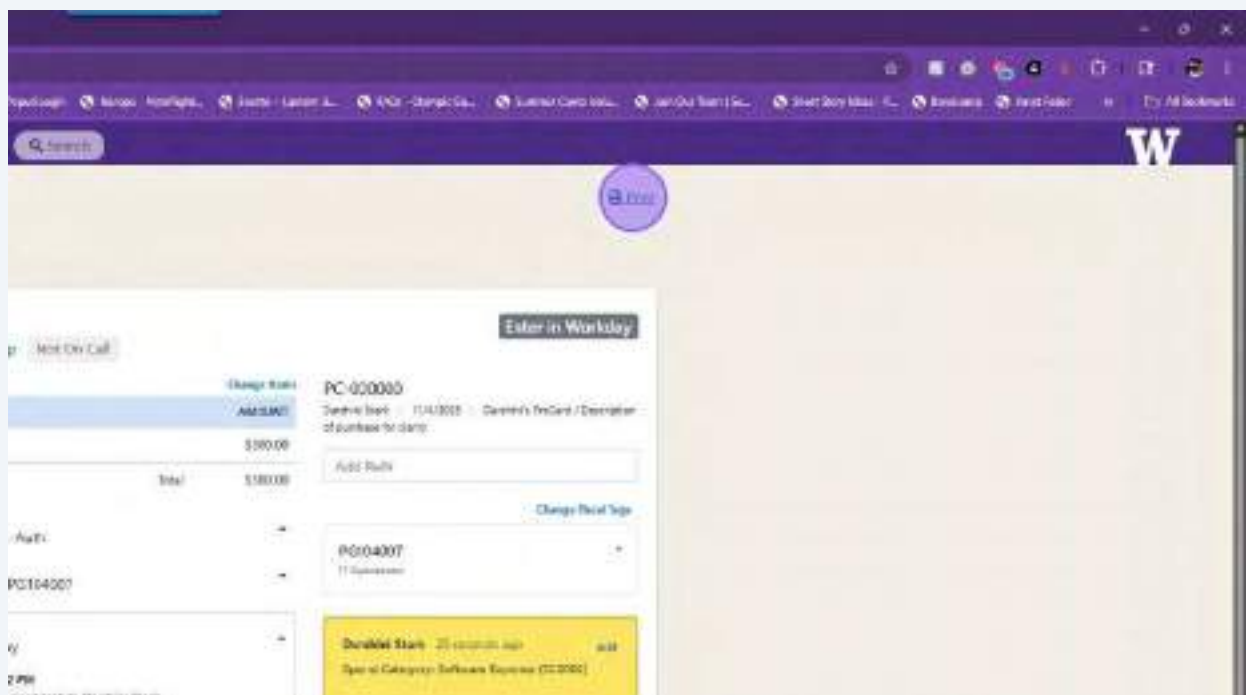
Add a Note

- 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.





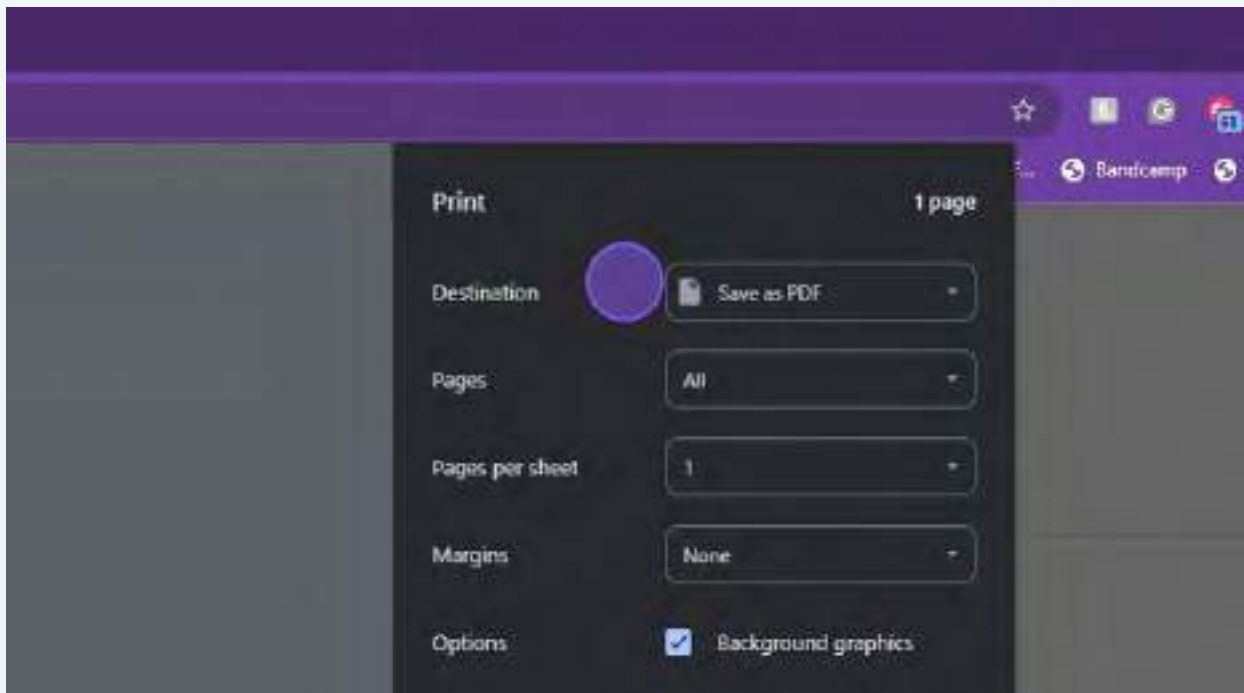
65



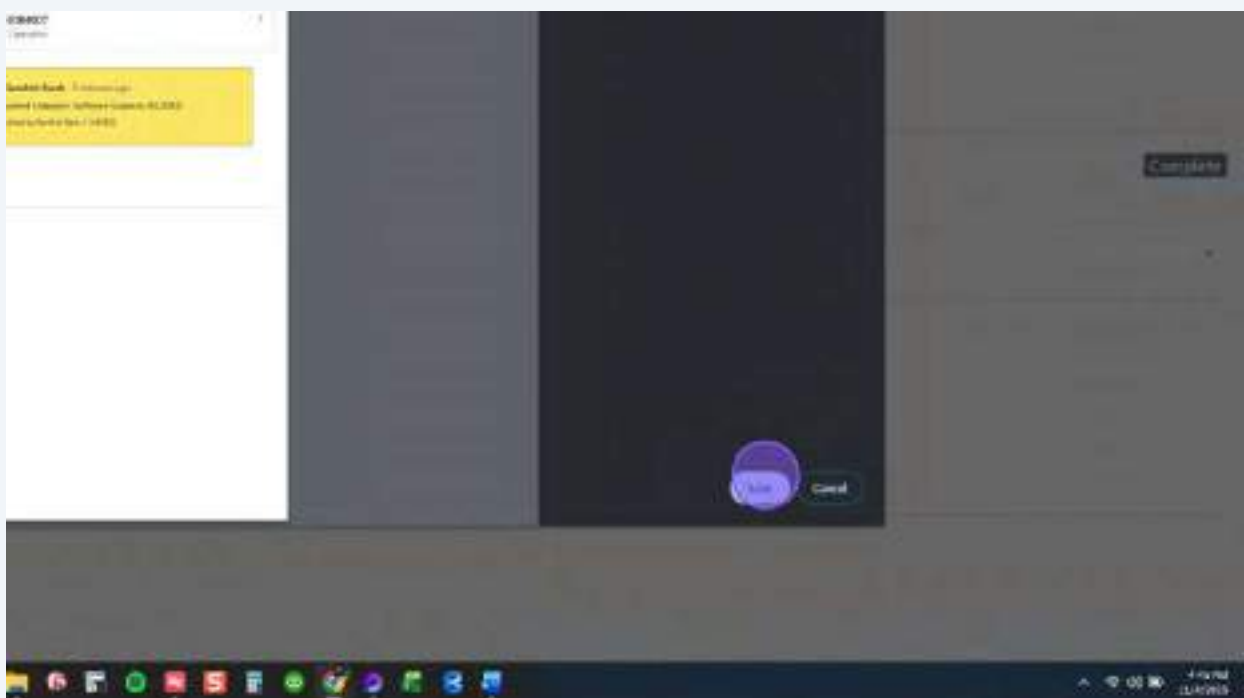
66



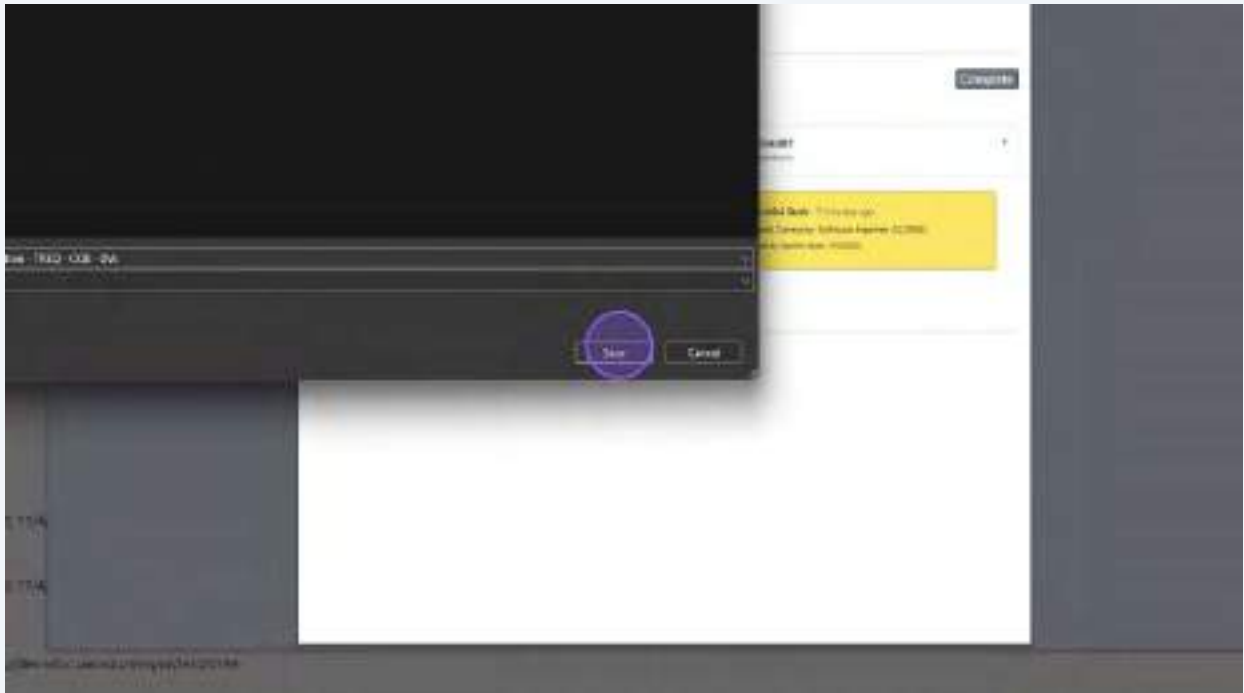
- 67 Make sure the destination is set as "Save as PDF".



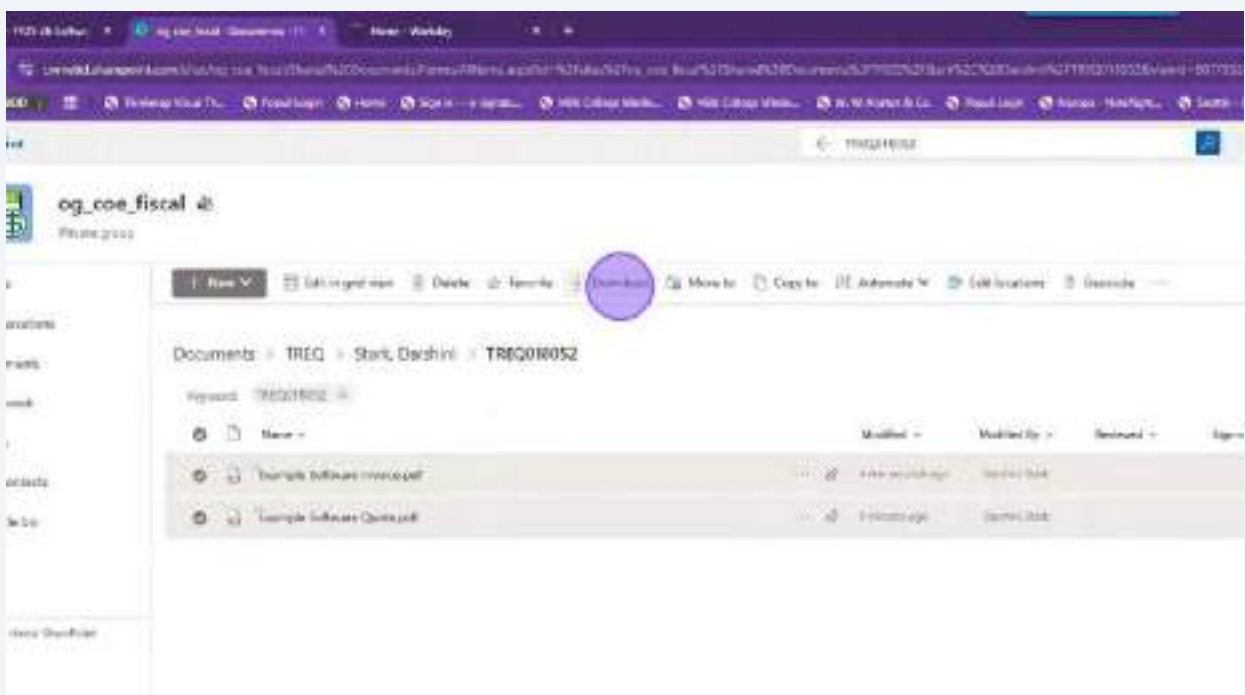
- 68 Click "Save"



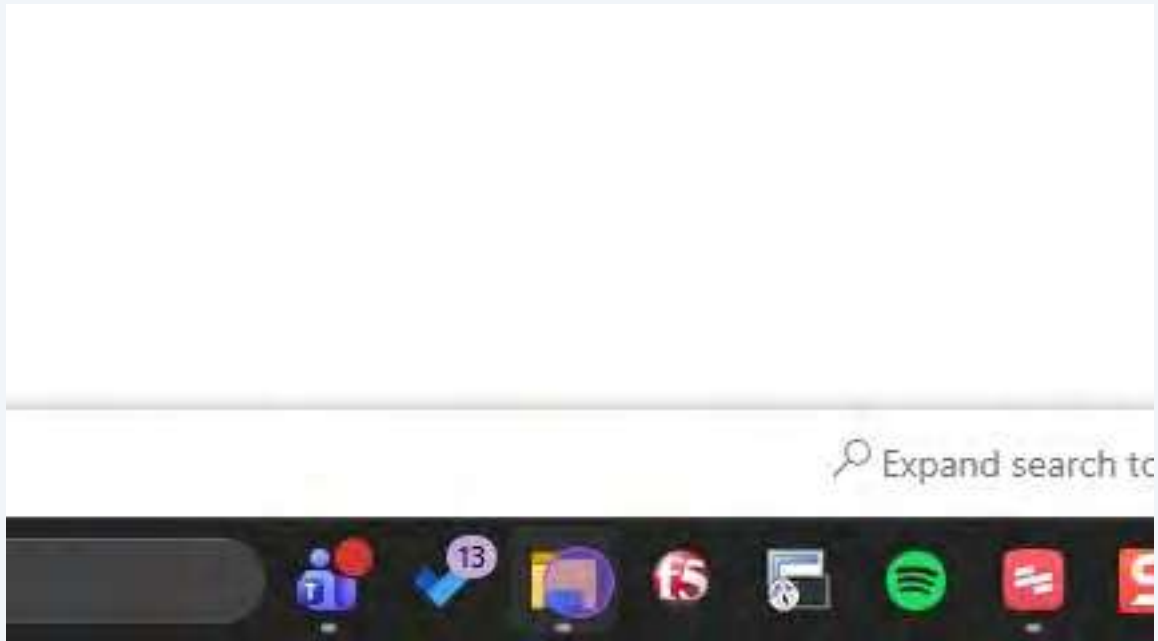
69 Save the PDF wherever you'd prefer.



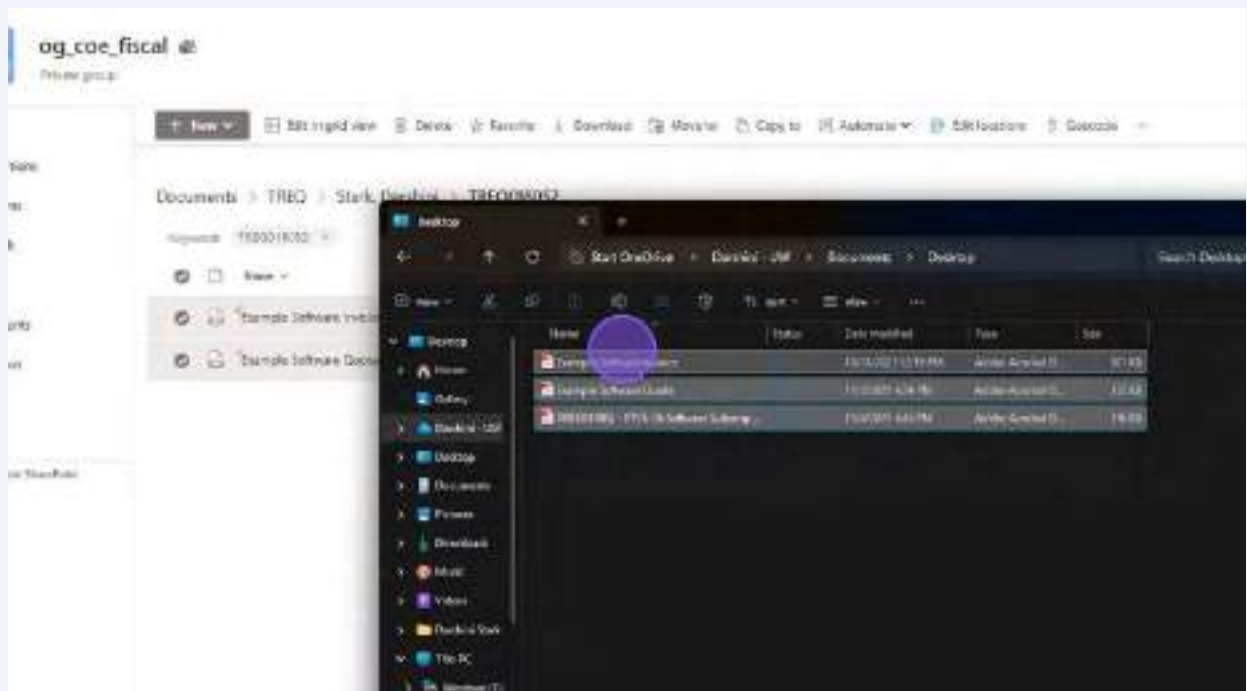
70 If you don't already have the other supporting documents, you can download them from the TREQ folder. Click "Download".



**71** Open the "File Explorer".



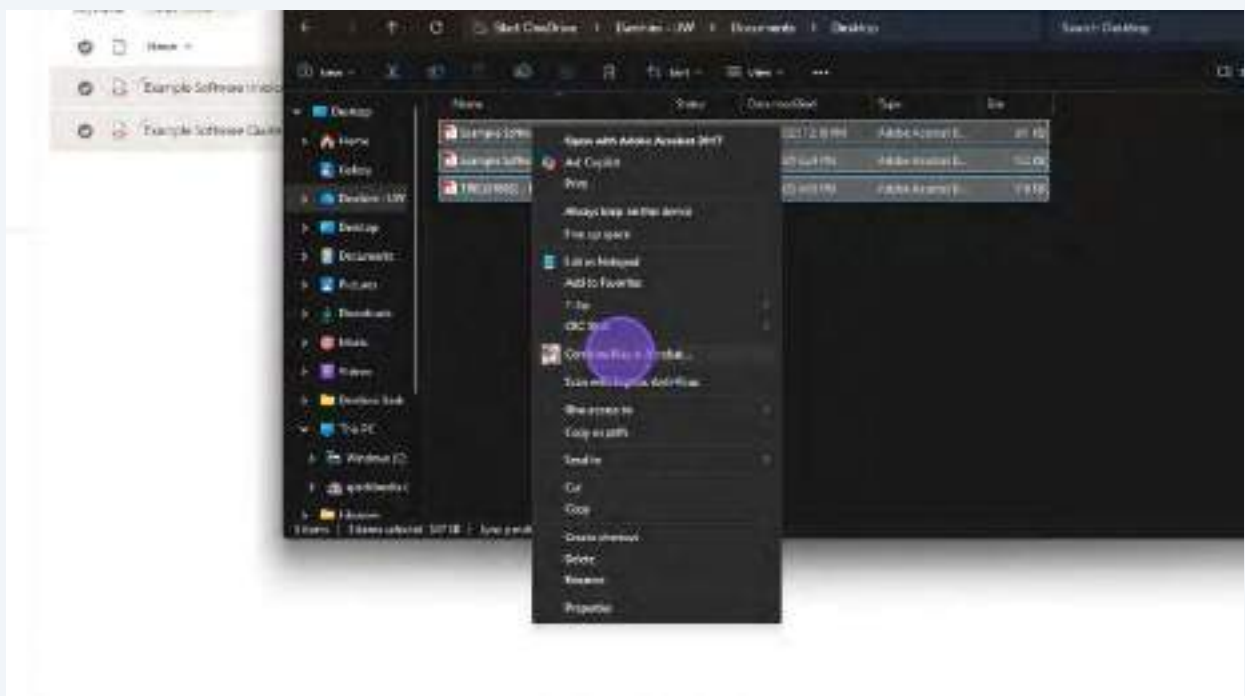
**72** Highlight the files you would like to combine and right click.



**73** Click "Show more options"



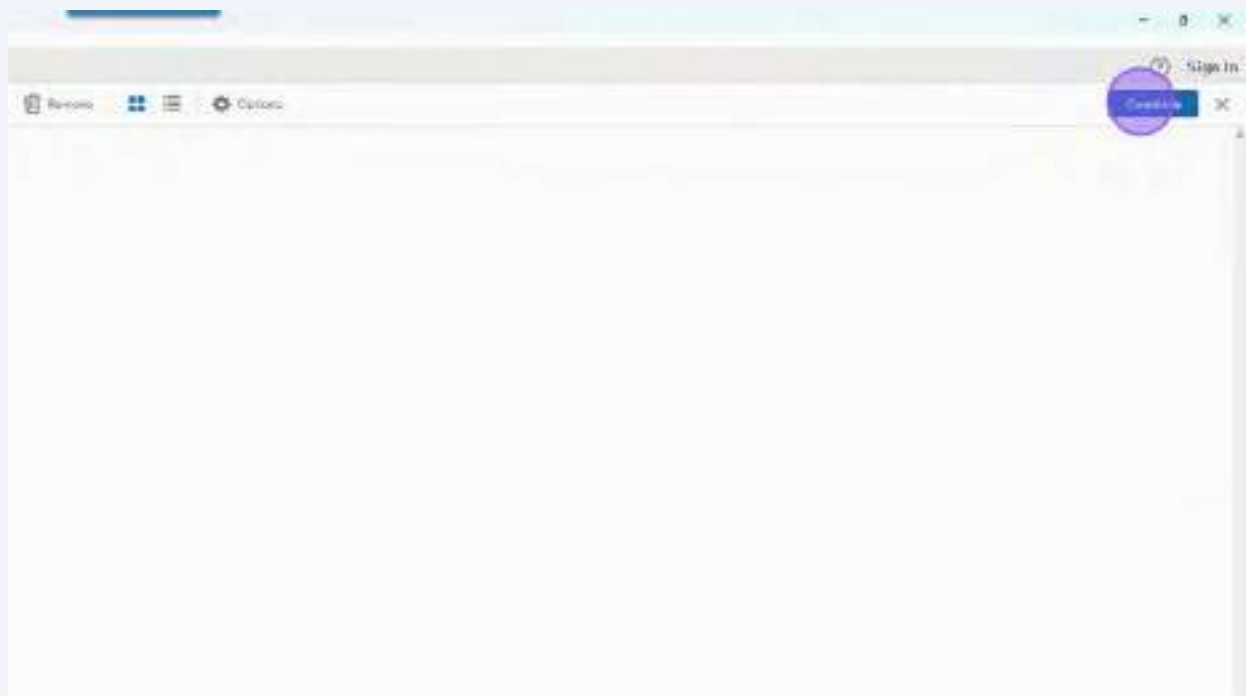
**74** Click "Combine files in Acrobat..."



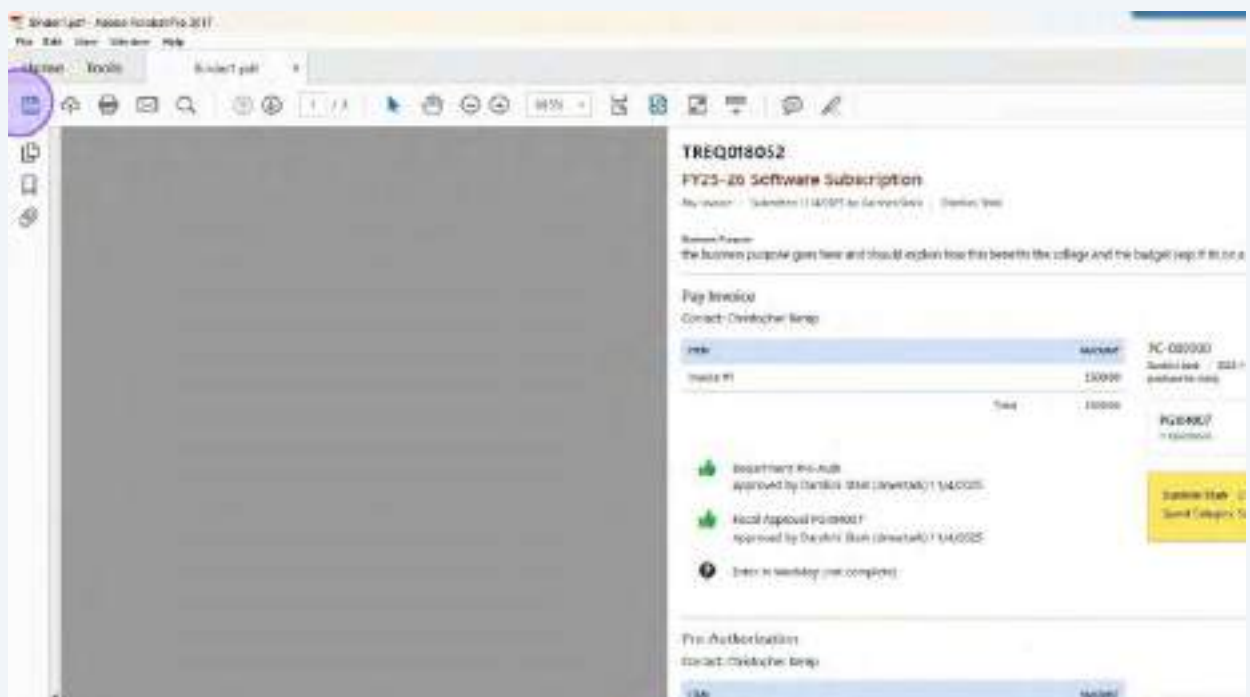
**75** Move the TREQ page to the front of the packet.



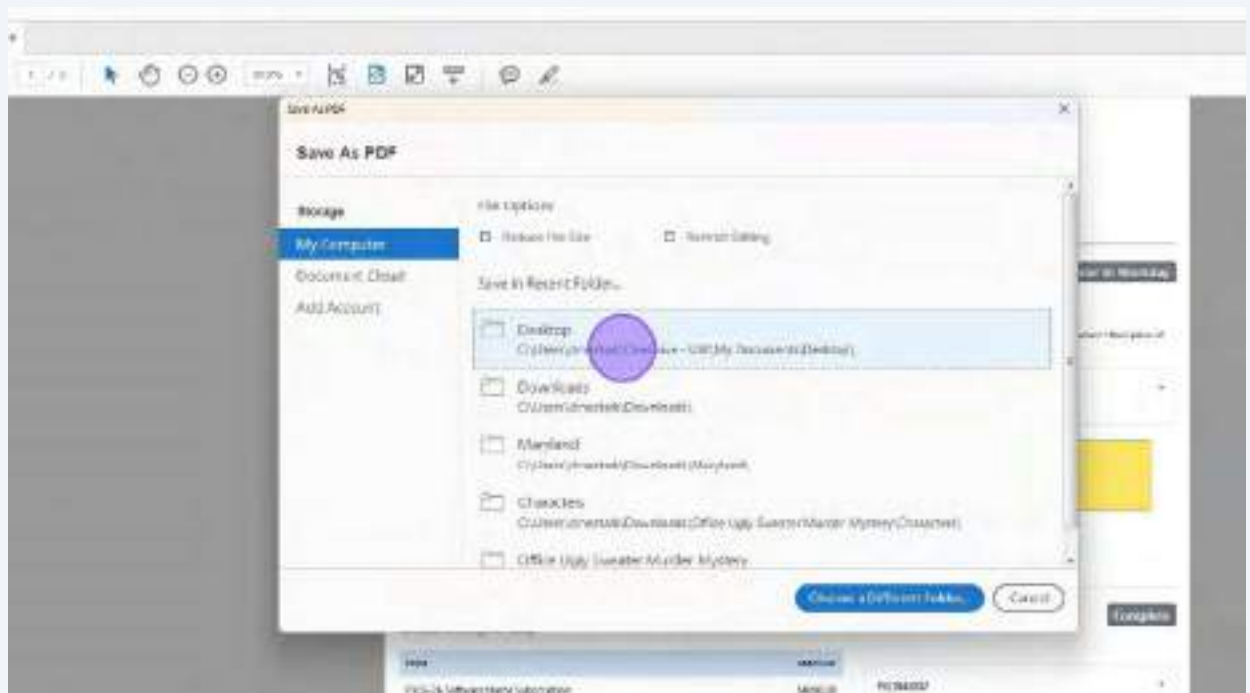
**76** Click "Combine"



## 77 Click the "Save" button

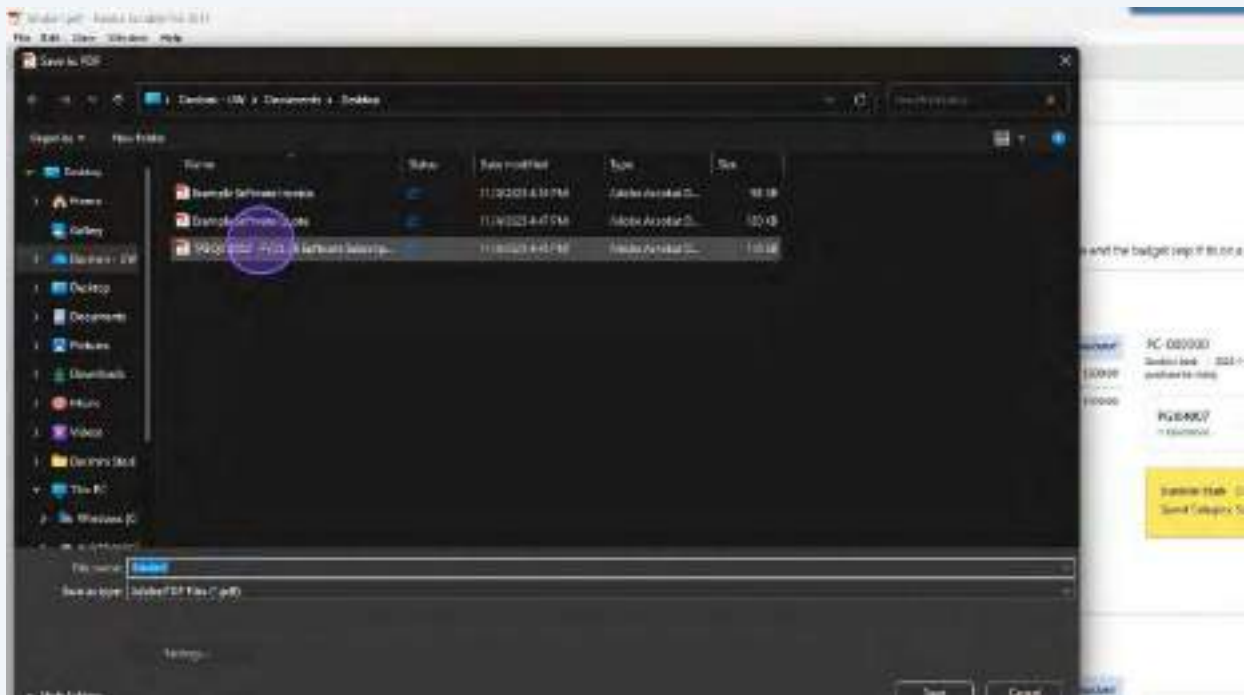


## 78 Pick where you would like to save the document.



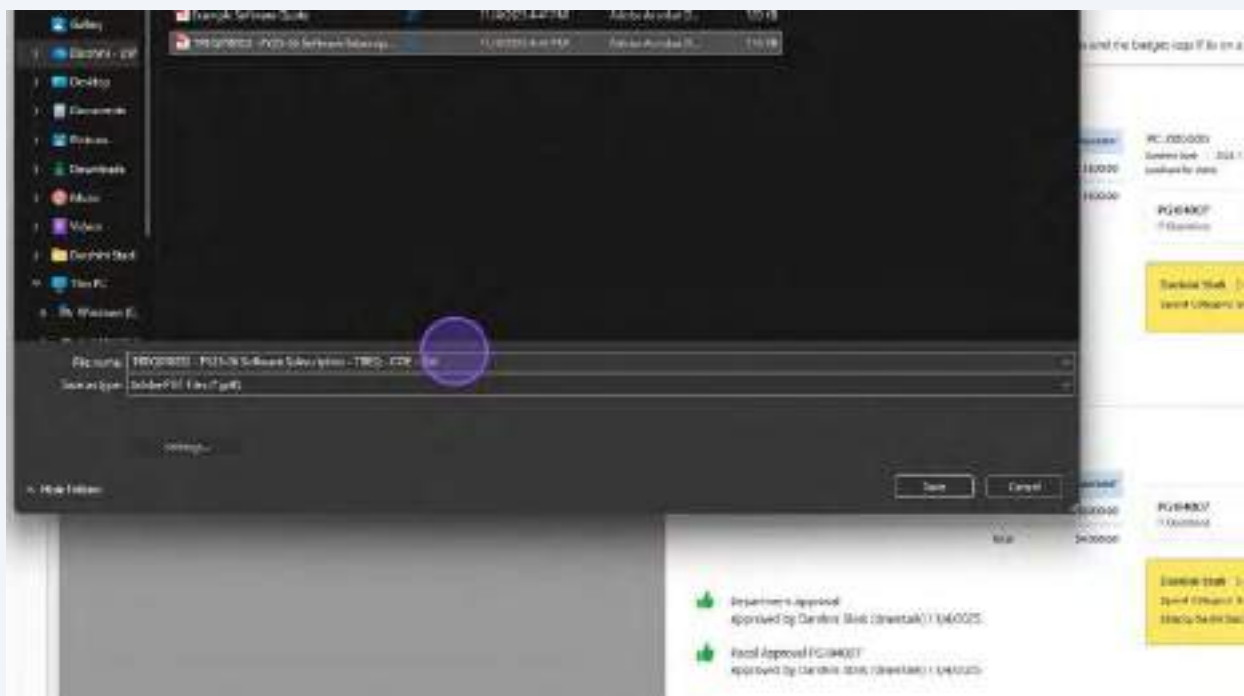
79

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



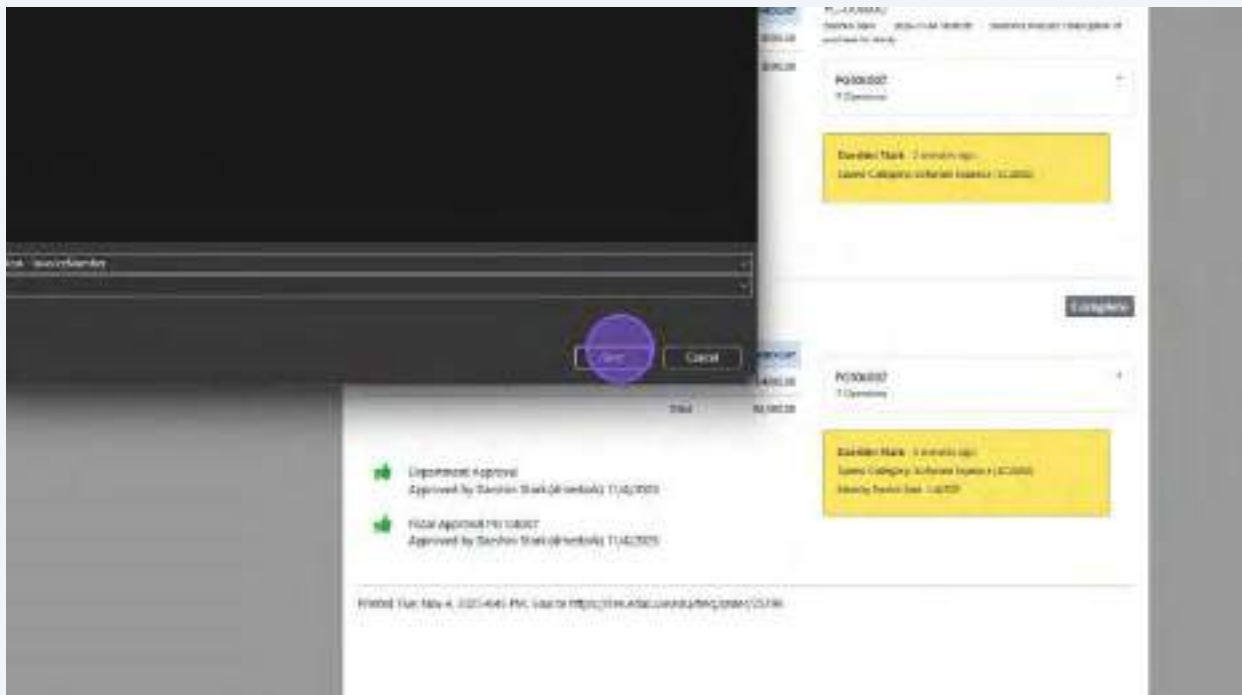
80

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





## 81 Click "Save"

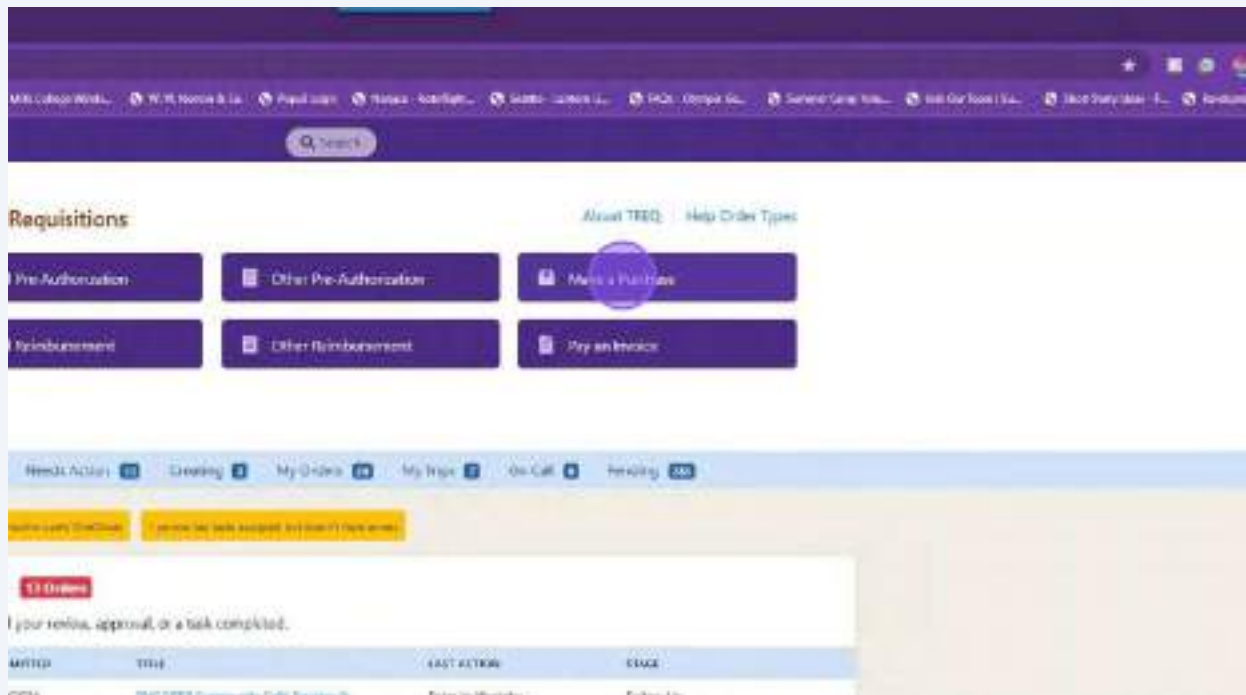


## Making a TREQ After a Purchase

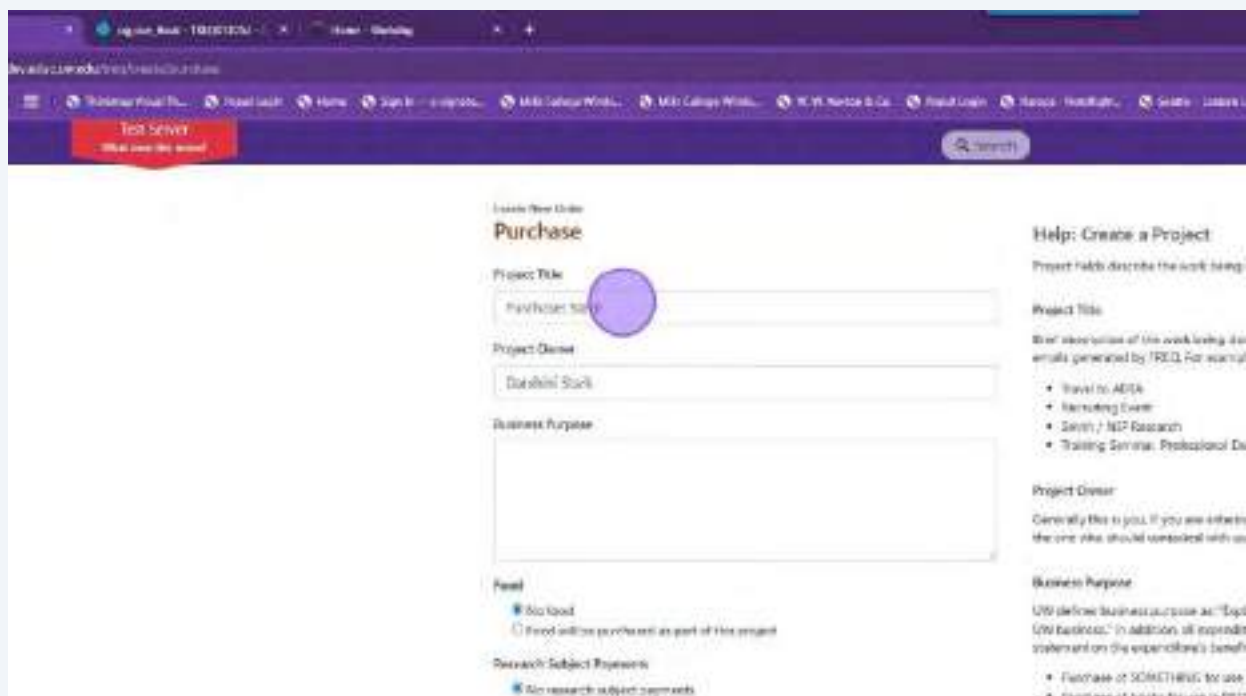


**All ProCard purchases must have an approved TREQ before the purchase, unless a purchase memo has been approved instead. In this example, we'll walk through how to create a TREQ for a food purchase.**

## 82 Click " Make a Purchase"



## 83 Update the "Project Title"



## 84 Update the "Business Purpose"

Create New Order

### Purchase

Project Title

Project Owner

Business Purpose

Food  
☒ No food  
☐ Food will be purchased as part of this project

Research Subject Payments  
☒ No research subject payments  
☐ Gift card research subject payments  
☐ Reimbursing fund check research subject payments

[Save & Continue](#)

### Help: Create a Project

Project fields describe the work being done for the...

Project Title  
 Brief description of the work being done for the...  
 (e.g. generated by TREC) For example:

- Travel to ADRs
- Reimbursing Event
- Speech / NSF Research
- Training Seminar, Professional Development

Project Owner  
 Generally this is you. If you are entering an order for someone else, contact with questions, etc.

Business Purpose  
 UW defines business purposes as "Expenditures of UW business." In addition all expenditures which statement on the expenditure's benefit to grant, i

- Purchase of SCHOLARSHIP for course (the PhD)
- Purchase of books for use in PROGRAM, etc.
- Purchase of food items-person new student
- Transportation services for interview, purchase research project
- To attend well-attended paper at ACPA Annual

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

Project Title

Project Owner

Business Purpose

Food  
☒ No food  
☐ Food will be purchased as part of this project

Research Subject Payments  
☒ No research subject payments  
☐ Gift card research subject payments  
☐ Reimbursing fund check research subject payments

[Save & Continue](#)

Project Title  
 Brief description of work being done for the...

- Travel to ADRs
- Reimbursing Event
- Speech / NSF Research
- Training Seminar

Project Owner  
 Generally this is you. If you are entering an order for someone else, contact with questions, etc.

Business Purpose  
 UW defines business purposes as "Expenditures of UW business." In addition all expenditures which statement on the expenditure's benefit to grant, i

- Purchase of...
- Purchase of...
- Purchase of...
- Transportation research project
- Transportation

## 86 Click "Save & Continue"

meeting with donors and paid for coffee

**Food**

- ☐ No food
- ☒ Food will be purchased as part of this project

**Research Subject Payments**

- ☒ No research subject payments
- ☐ Gift card research subject payments
- ☐ Researcher funded research subject payments

**Business Purpose**

UW defined business purpose as "UW business." In addition, all any statement on the expenditure is

- Purchase of SOMETHING to
- Purchase of funds for use in
- Purchase of food for in-pat
- Traveling expenses for in
- To attend and present paper

**Save & Continue**

## 87 Make sure to review the per diem acknowledgment then click the "Acknowledged" button

meeting with donors and paid for coffee

**Food purchase**

**Food per diem acknowledgement**

Meals must follow a fixed 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 food, an agenda and attendee list must be included. If it is not to the event, an invoice for it is allowable documentation.

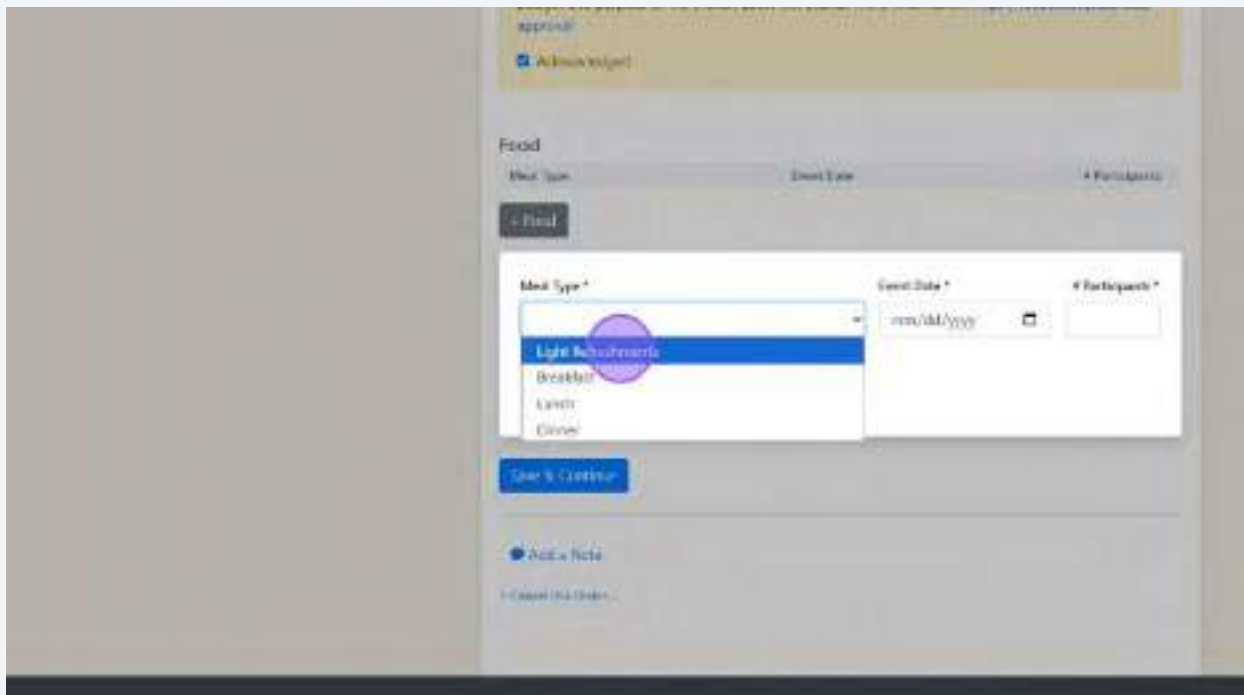
University and Washington State policies allow for the purchase of meals and light refreshments for employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event. Follow this link for more information: <https://www.washington.edu/perdiem/>

**Acknowledged**

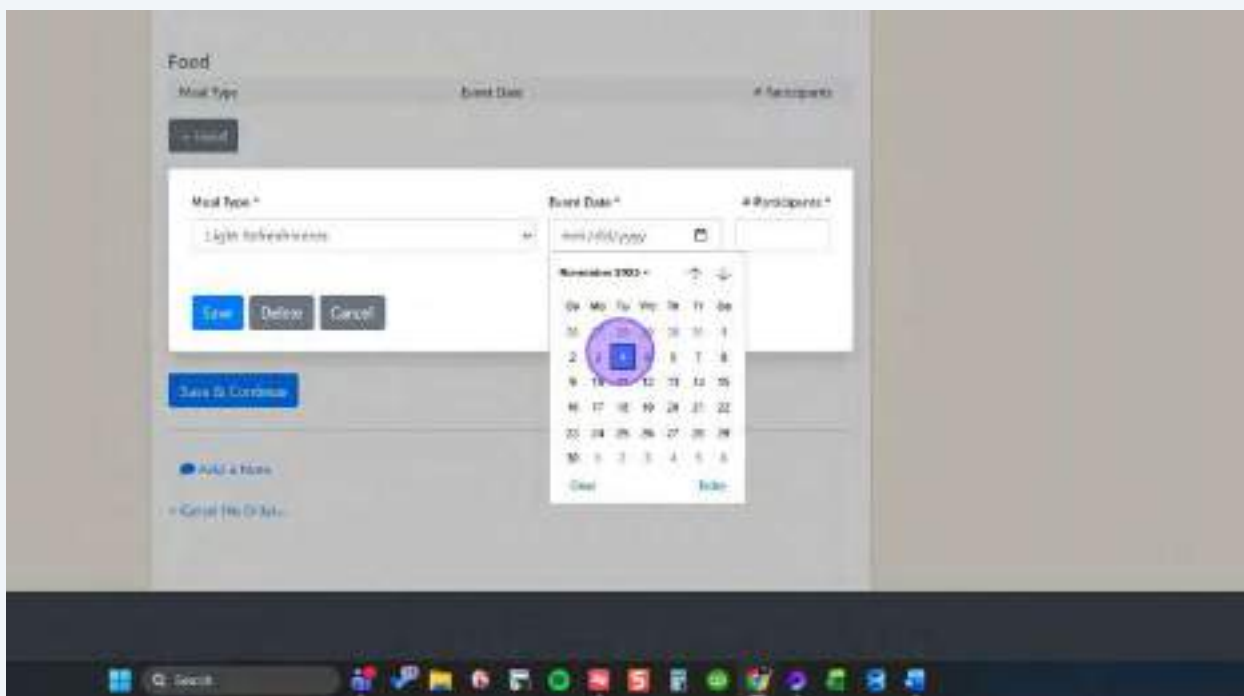
**Add a Note**

**Cancel this Order**

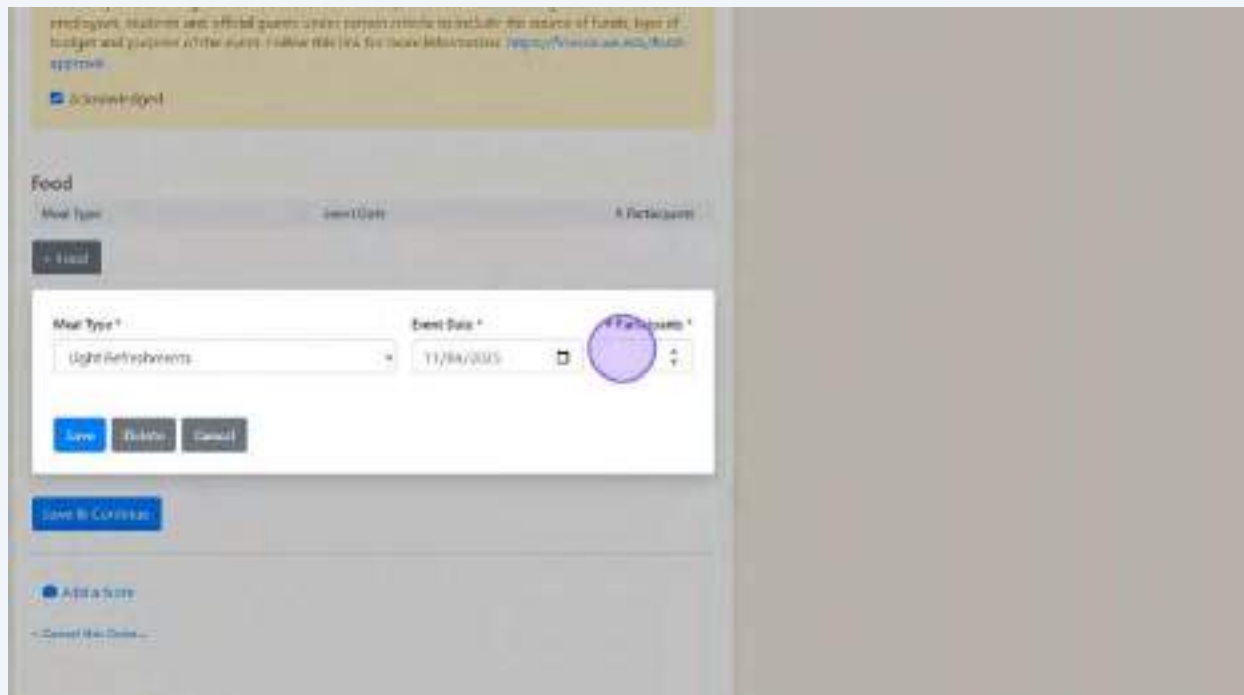
## 88 Pick a meal type



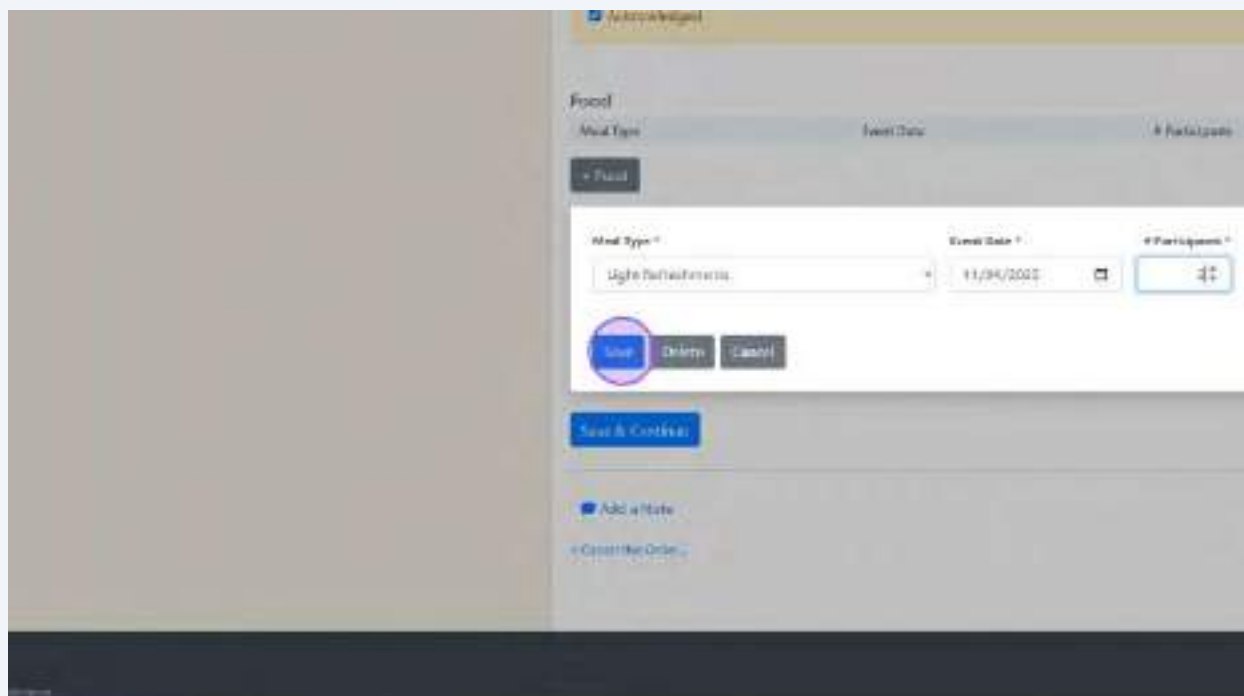
## 89 Select the day the purchase was made



## 90 Update the number of participants



## 91 Click "Save"



## 92 Click "Save & Continue"

employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event. Follow this link for more information: <https://fs.unsw.edu.au/gfba-approval/>

☒ Acknowledged

**Food**

Meal Type	Event Date	# Portion
Light Refreshments	11/15/2025	

[+ Food](#)

[Save & Continue](#)

[Add a Note](#)

[Cancel the Order](#)

## 93 Update the Amount to match the receipt

TREQ018053

**Donor Meeting - DATE**

Purchase | Dining | Donor's Store

☒ Food purchase - Food Policy acknowledged by Donor's Store on Tue, Nov 12, 2025 at 4:03 PM

Items:

Qty	Item	Unit	Price	Line Total
1	Light Refreshments (2025-11-04)		0.00	0.00

[+ Item](#) [+ Item](#)

[Save & Continue](#)

[Add a Note](#)

[Cancel the Order](#)

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

Donor Meeting - DATE

Previous / Current / Details / More

● Item purchased - Item: Money acknowledged for (2025-11-04) at Tue, Nov 4, 2025, 4:40 PM

Items:

Qty	Item	URL	Amount	Line Total
1	Light Refreshments (2025-11-04)		0.00	0.00

+ Item - Item

Qty	Item	Amount	Line Total
1	Light Refreshments (2025-11-04)	0.00	0.00

URL:

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

Save Delete Cancel

Save & Continue

- 95 Click "Save"

Light Refreshments (2025-11-04)

+ Item - Item

Qty	Item	Amount	Line Total
1	Coffee	15	\$15.00

URL:

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

Save Delete Cancel

Save & Continue

● Add a Note

> Group Your Notes



96 Click "Save & Continue"

TREQ018053

**Donor Meeting - DATE**

Purchase / Editing / Cancel Order

● Food purchase: Food Policy acknowledged by Carrol Stark on Tue, Nov 4, 2025 at 4:38 PM.

Items

Qty	Item	Unit	Amount	Line Total
1	Coffee		15.00	\$15.00

+ Item + Tax

**Save & Continue**

● #12014-70218

[Cancel this Order](#)

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

TREQ018053

**Donor Meeting - DATE**

Purchase / Editing / Cancel Order

● Food purchase: Food Policy acknowledged by Carrol Stark on Tue, Nov 4, 2025 at 4:50 PM.

Mailing Address

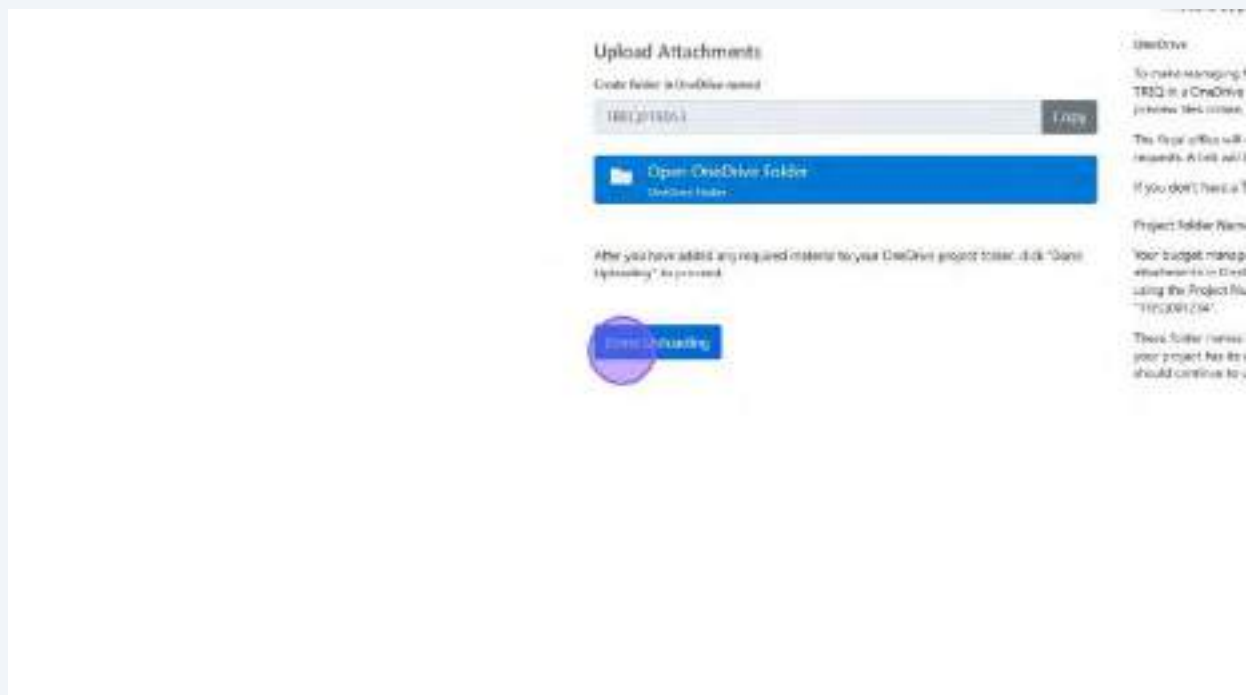
Provide a street address where this order should be mailed.

N/A

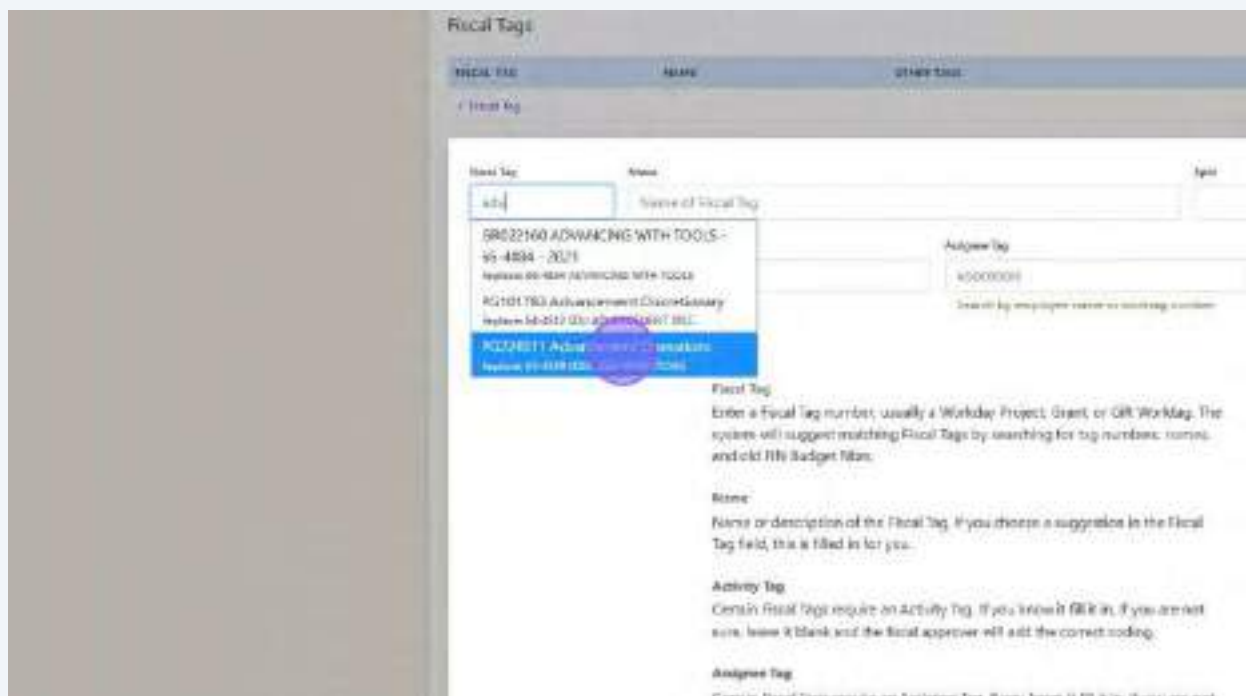
**Save**

[Cancel this Order](#)

## 98 Click "Done Uploading"



## 99 Add the "Fiscal Tag"



## 100 Click "Save"

The screenshot shows a mobile application interface for adding fiscal tags. The form is titled 'Fiscal Tags' and has three tabs: 'FISCAL TAGS', 'NAME', and 'OTHER TAGS'. The 'FISCAL TAGS' tab is active. Below the tabs, there is a 'Fiscal Tag' field with the value 'R022AB11' and a 'Name' field with the value 'Advancement Operations'. There are also 'Activity Tag' and 'Assigned Tag' fields, both with the value 'A0000000'. A 'Search by employee name' field is visible below these. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a purple circle. Below the form, there is a section titled 'Fiscal Tag' with instructions: 'Enter a Fiscal Tag number, usually a Workshop Project, Grant, or system will suggest matching Fiscal tags by searching for tag and old PIN Budget Hires'. Below this, there is a section titled 'Name' with instructions: 'Name or description of the Fiscal Tag. If you choose a suggested Tag first, this is filled in for you.' Below this, there is a section titled 'Activity Tag' with instructions: 'Certain Fiscal Tags require an Activity Tag. If you know it, fill it in; leave it blank and the fiscal approver will add the content.' Below this, there is a section titled 'Assigned Tag'.

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

The screenshot shows the same 'Fiscal Tags' form as in the previous image, but now the 'Continue' button is highlighted with a purple circle. The 'Fiscal Tag' field still contains 'R022AB11' and the 'Name' field still contains 'Advancement Operations'. The 'Activity Tag' and 'Assigned Tag' fields still contain 'A0000000'. The 'Search by employee name' field is still visible. The 'Save' button is still present, but it is no longer highlighted. Below the form, there is a section titled 'Fiscal Tag' with instructions: 'Enter a Fiscal Tag number, usually a Workshop Project, Grant, or system will suggest matching Fiscal tags by searching for tag and old PIN Budget Hires'. Below this, there is a section titled 'Name' with instructions: 'Name or description of the Fiscal Tag. If you choose a suggested Tag first, this is filled in for you.' Below this, there is a section titled 'Activity Tag' with instructions: 'Certain Fiscal Tags require an Activity Tag. If you know it, fill it in; leave it blank and the fiscal approver will add the content.' Below this, there is a section titled 'Assigned Tag'.

## 102 Review the order then press "Submit"

The screenshot shows a web application interface for sending a request to a department approver. At the top, there are two radio buttons: "Send to Department Approver" (selected) and "Approve this Myself". Below this is a section titled "Send to Department Approver" with a description: "Specify who will provide the initial department approval. This will be a 7th Director, Area Chair, or Dean who has authority over project and the relevant budgets." There are two input fields: "Department Approver" and "Approver Note". Below the "Approver Note" field is a note: "(Optional) Add a note if the project needs additional explanation for the approval." At the bottom, there are two buttons: "Submit" (highlighted with a purple circle) and "Cancel this Order".

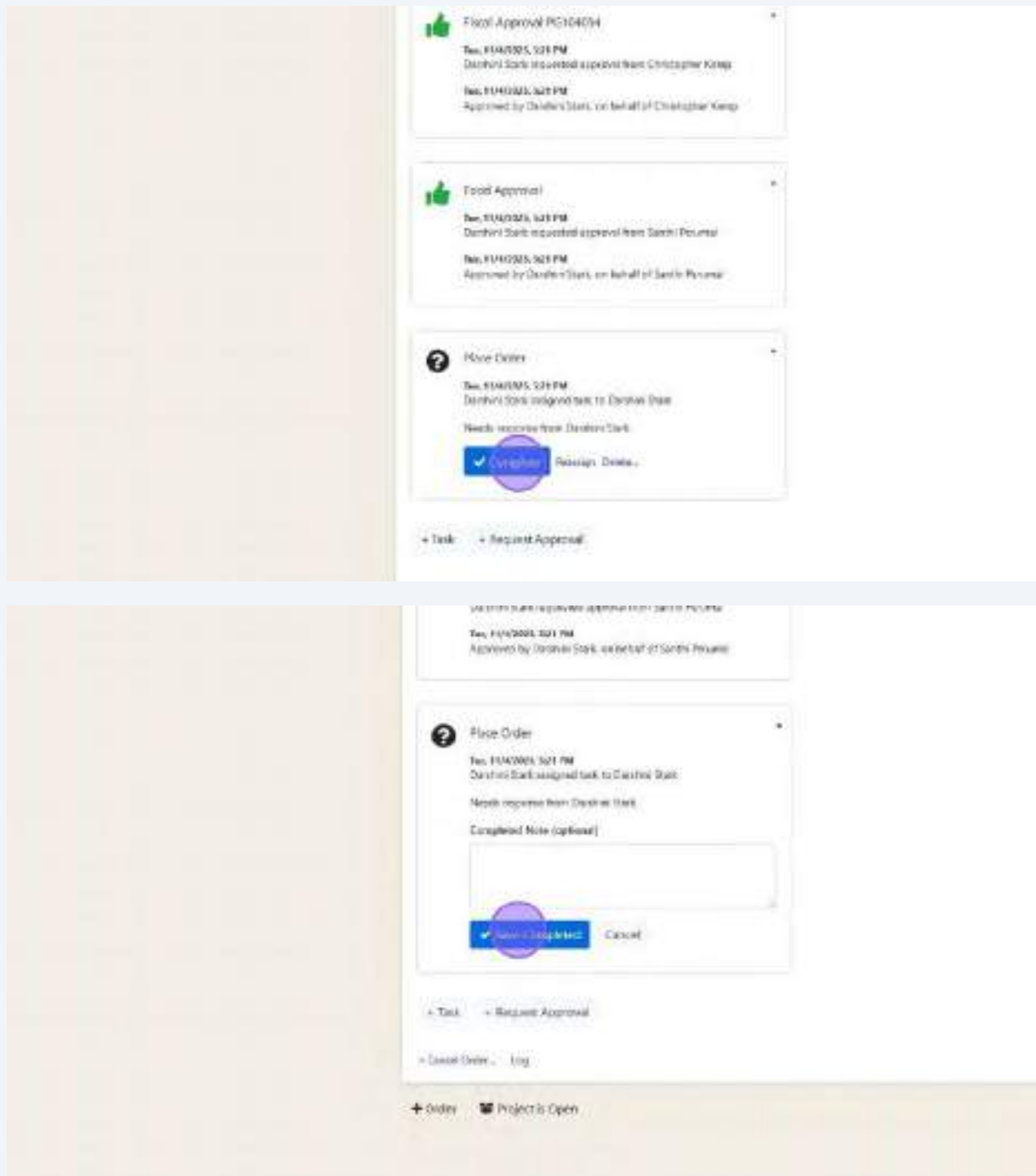
## Delivery Confirmation & Tracking Verification

### 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.

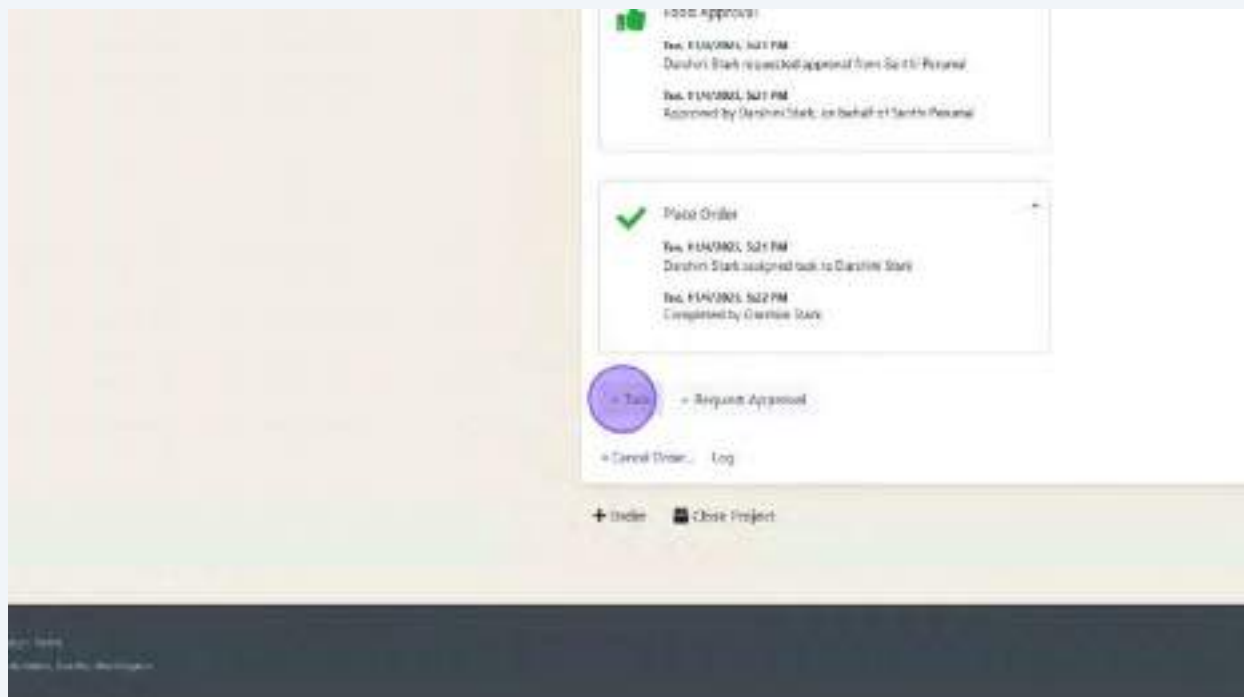
The screenshot shows a web application interface for a TREQ (Task Request Entry) titled "TREQ018054 FOOD DELIVERY FOR EVENT". The page is divided into several sections:

- Project Name:** "Dartford Stark" with a "Change Project" link.
- Contact:** "Christopher Kemp" with a "Next On Call" link.
- Food purchase:** "Food delivery acknowledged by Dartford Stark on Tue, 11/11/2025 at 5:32 PM".
- Business Purpose:** "EVENT TO SUPPORT STUDENTS".
- Attachments:** "Create Folder in OneDrive (optional)" with a "Copy" button and a "TREQ018054" folder name. There is a button "Open OneDrive Folder" and a link "Change OneDrive Folder".
- Attachments Help:** A link "Change OneDrive Folder".
- Purchase:** A table with columns "ITEM", "AMOUNT", and "TOTAL". The table shows a row for "Lunch (11/11/25)" with an amount of "\$15,000.00" and a total of "\$15,000.00". There is a "Change Item" link and a "Change Total" link.
- Department Approval:** A section with a green thumbs up icon and a title "Department Approval". It shows two entries: "Tue, 11/11/2025, 5:28 PM" and "Tue, 11/11/2025, 5:28 PM". The first entry says "Dartford Stark requested approval from Skippy Hardin". The second entry says "Approved by: Dartford Stark on behalf of Skippy Hardin".
- Place Order:** A button "Place Order".
- ADD INFO:** A section with a "Change Fiscal Year" link and a "FISCAL YEAR" dropdown menu.
- Comments:** A section with a "Comments" header and two entries: "Dartford Stark" (0 seconds ago) and "Dartford Stark" (30 seconds ago). Each entry has an "edit" button.
- Add a Note:** A button "Add a Note".

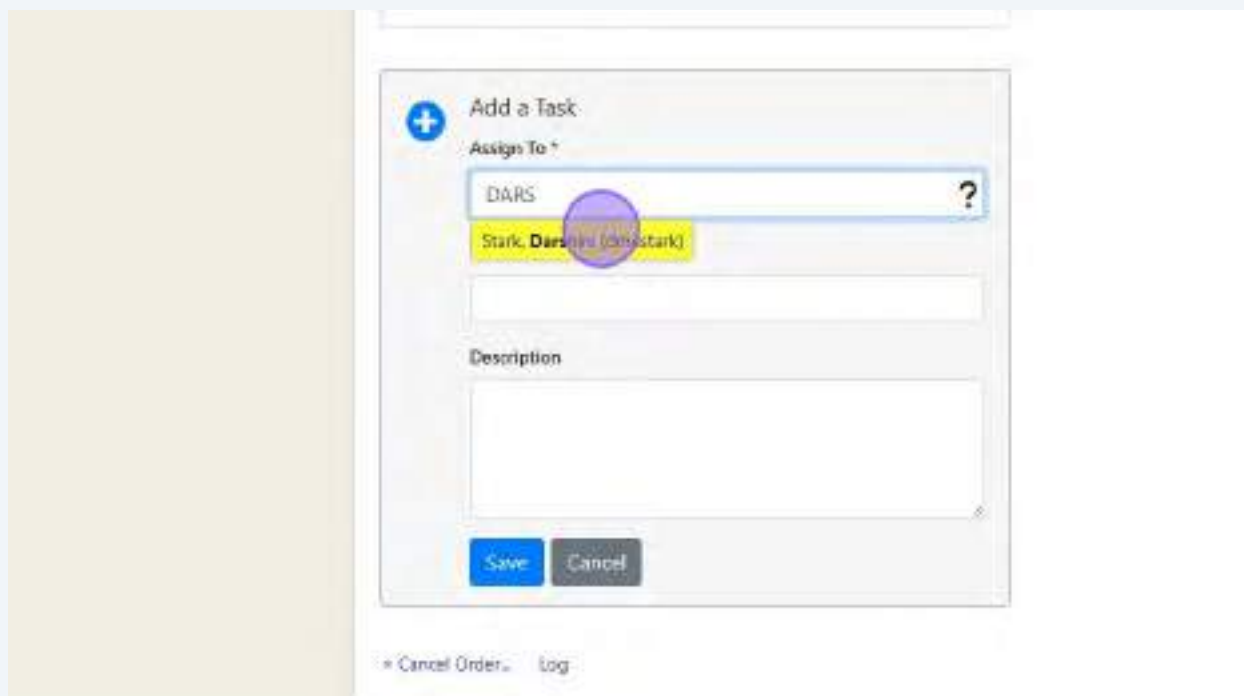
## 104 Once you have placed the order, press "Complete".



**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.



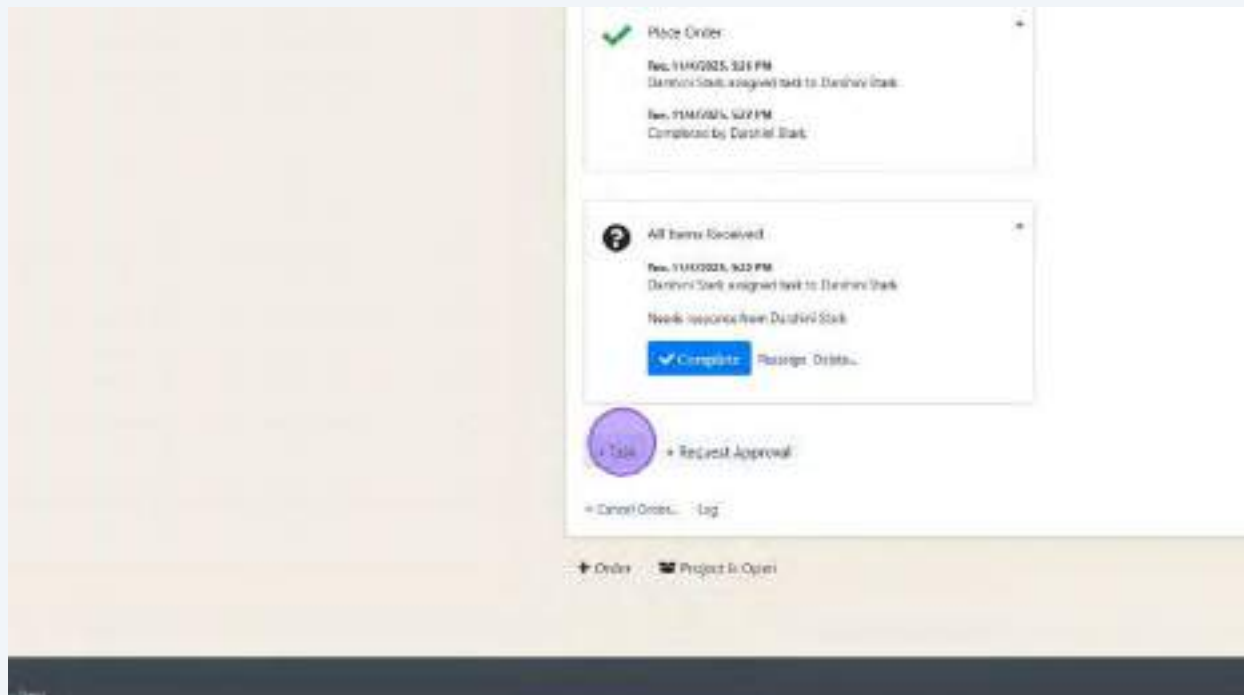
**107** Type "All Items Received" in the "Task Title" field.

The screenshot shows a web interface with a sidebar on the left and a main content area. In the main area, there's a header section with a green checkmark, the text 'Place Order', and a timestamp 'Tue, 11/4/2025, 5:32 PM'. Below this is a 'Completed by' field with the name 'Deshini Stark'. The main part of the interface is a form titled 'Add a Task'. It has a blue plus icon in a circle. The 'Assign To' field is a dropdown menu with 'Stark, Deshini (dimestark)' selected and a checkmark. The 'Task Title' field is a text input with 'All Items Received' entered. Below it is a 'Description' field, which is empty. At the bottom of the form are two buttons: 'Save' (blue) and 'Cancel' (grey). At the very bottom of the page, there are links for 'Cancel Order...' and 'Log'.

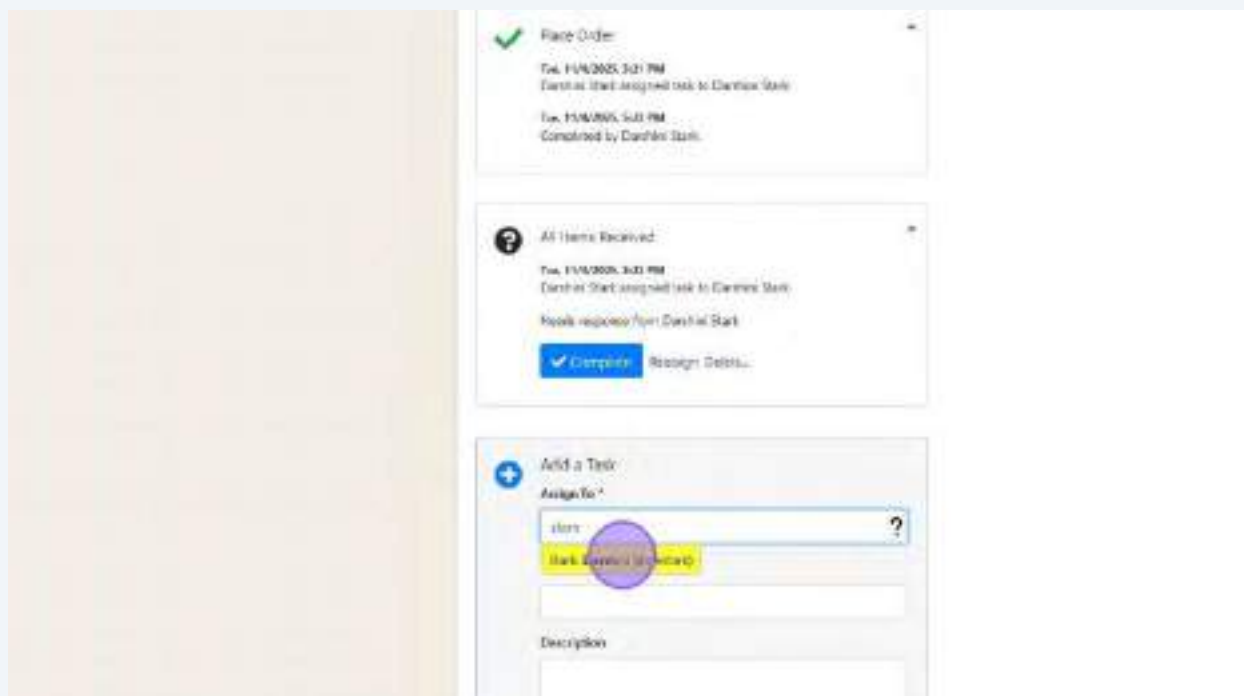
**108** Click "Save"

This screenshot is identical to the previous one, showing the 'Add a Task' form with 'All Items Received' in the title field. The key difference is that the 'Save' button is now highlighted with a red circle, indicating the action to be taken. The rest of the interface, including the sidebar, header, and footer links, remains the same.

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

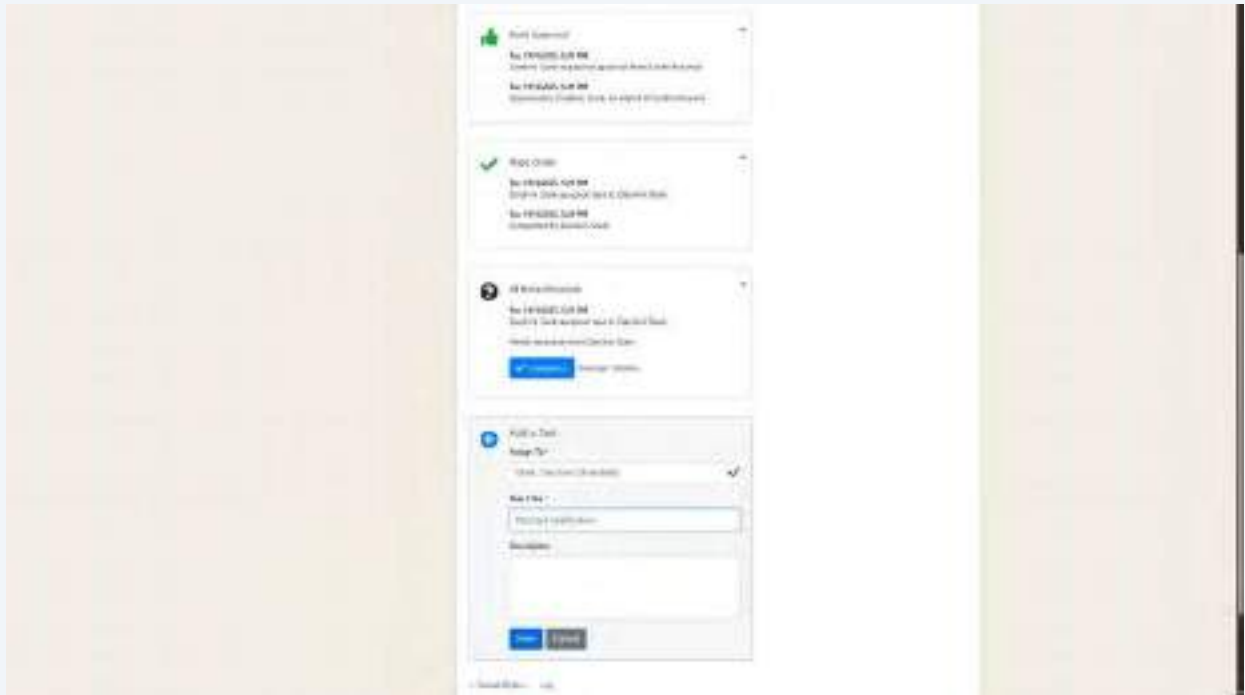


**110** Click "Stark, Darshini (dmestark)"



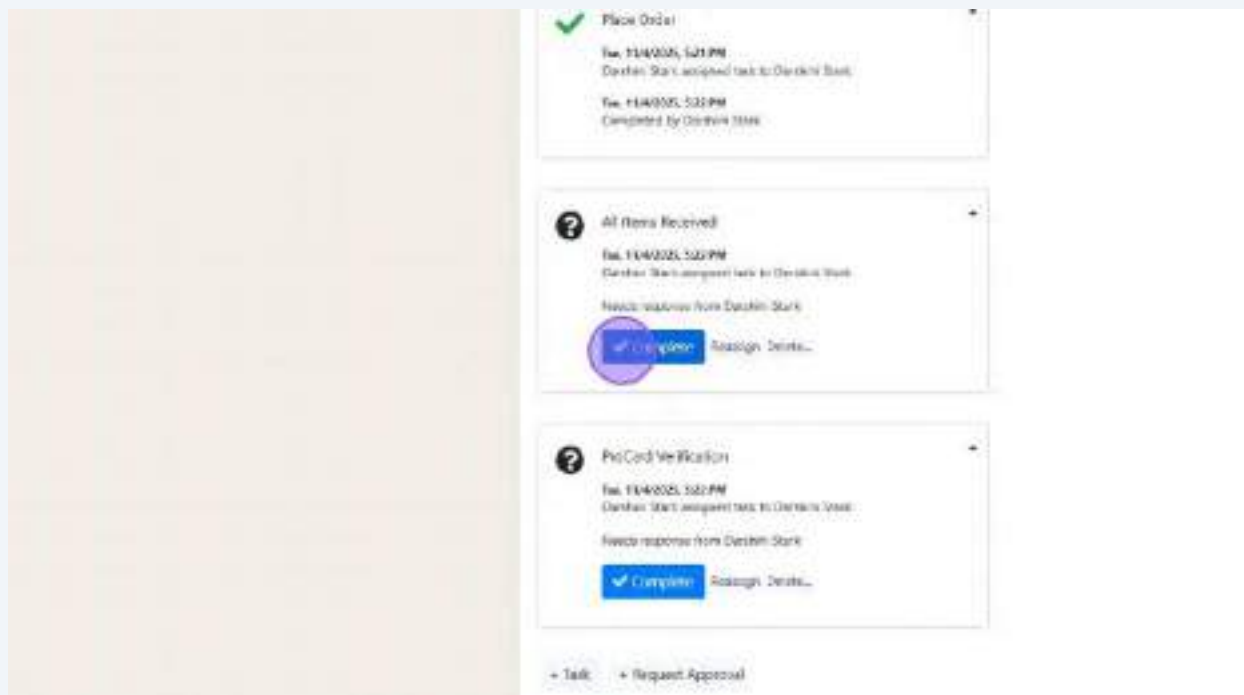


## 111 Type "ProCard Verification"



Do not complete verification until the all items recieved 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.

