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## CHECK REQUEST / CREDIT CARD REQUEST vs PURCHASE REQUISITION

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Having trouble deciding whether to use a Check Request or a Purchase Requisition to purchase/pay for something? The information below should help you determine which to use.

### **Check Request:**

*For when a Purchase Order is not applicable. Identified uses are:*

- ALL Travel (includes hotel, air, car rental, etc)
- Conference Registration
- Entertainment / Speaker Fees
- Memberships / Dues
- Reimbursements
- Sponsorships
- Subscriptions

*The Check Request Form is also used for credit card transactions – just check the Credit Card Request box found at the top of the form. (The Hartnell College Credit Card is used when a vendor does not accept purchase orders or checks as payment.)*

### **Purchase Requisition (PR Form) for a Blanket PO:**

*For undefinable (or repetitive/multi-payment) goods/services; used throughout the fiscal year.*

- Food / Catering
- Maintenance Agreements
- Service Contracts

### **Purchase Requisition (ESM Solutions) for a Regular PO:**

*For definable goods/services (usually by Quote/Proposal/Estimate/etc); used once during the fiscal year.*

- Goods
- Services (NOT entertainment / speakers)

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***If further information is needed, contact the Business Office (x6997) or Purchasing (x6129).***