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# CHECK REQUEST vs 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

- x ALL Travel (includes hotel, air, car rental, etc)
- x Conference Registration
- x Entertainment / Speaker Fees
- x Memberships / Dues
- x Reimbursements
- x Sponsorships
- x 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/multipayment goods/services used throughout the fiscal year.

- x Food / Catering
- x Maintenance Agreements
- x Service Contracts

## Purchase Requisition (ESM Solution) for a Regular PO