
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.

_____:

ALL Travel (includes hotel, air, car rental, etc)

Conference Registration

Entertainment / Speaker Fees

Memberships / Dues

Reimbursements

Sponsorships

Subscriptions

invoices for any of the above

*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.)*