CHECK REQUEST VS. PURCHASE REQUISITION

Having trouble deciding which form to use when paying someone or purchasing something? The information below should help you determine the proper method.

If further assistance is needed, please do not hesitate to contact the Business Office (6997) or Purchasing (6129).

A Check Request form is used for:

- Entertainment / Speakers Fees
- Subscriptions
- Conference Registration
- Invoices for any of the above
- Memberships / Dues
- Reimbursements
- ALL Travel (includes hotel, air, car rental, etc.)

A Purchase Requisition through Mercury Commerce is used for:

- Tangible Goods
- Services (NOT entertainment or speakers)
- Food / Catering*
- Invoices for any of the above

*Food / Catering requisitions must include a “5 W’s” form.

A Blanket Purchase Order paper requisition form is used for:

- Maintenance Agreements
- Service Contracts