



HARTNELL COLLEGE

## Check Request and Credit Card Guidelines

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 (x6997) or Purchasing (x6129).

### **A Check Request form is used for the following:**

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

### **A Purchase Requisition through Mercury Commerce is used for the following:**

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

### **A Blanket Purchase Order paper requisition form is used for:**

- Maintenance Agreements
- Service Contract

**The Hartnell College Credit Card can be used whenever the vendor does not accept purchase orders or a check as payment.**