

## Appendix A: Purchasing Document Requirements Rubric

|   | Purchase Order <sup>(1)</sup> | Contract <sup>(2)</sup> | Quotes <sup>(3)</sup> | Debarment Certification <sup>(4)</sup> |
|---|-------------------------------|-------------------------|-----------------------|--|
| < \$1,000: follow preceding Purchasing Guidelines |                               |                         |                       |  |
| \$1,000 - \$4,999.99                              | <b>X</b>                      |                         |                       |  |
| \$5,000 - \$9,999.99                              | <b>X</b>                      | <b>X</b>                |                       |  |
| \$10,000 - \$49,999.99                            | <b>X</b>                      | <b>X</b>                | <b>X</b>              |  |
| >=\$35,000  | <b>X</b>                      | <b>X</b>                | <b>X</b>              | <b>X</b>                               |

(1) Contact HF Finance for a purchase order.

(1a) The Land and Facilities Manager can place time-sensitive orders under \$2,500 without a written quote but provides finance with an estimate via email until exact amount is known.

(2) Contracts are only required for services, not for the purchase of goods. Construction projects require a contract regardless of the dollar amount.

(3) 2 quotes required but 3 preferred (regardless of funding source); Vendor Justification Form required for purchases made with federal funds or cost-share funds; if using a Harvard University Preferred Vendor, a quote is still required for backup documentation and purchase order creation (regardless of funding source); exceptions may be approved by the Director of Administration and Facilities (DAF) for capital- or department-funded projects under \$50,000.

(4) Debarment certification form **OR** debarment language in contract **OR** printout from sam.gov

**Questions related to this document should be directed to the HF Finance team at [hffinance@fas.harvard.edu](mailto:hffinance@fas.harvard.edu).**