

Appendix A: Purchasing Document Requirements Rubric

	Purchase Order ⁽¹⁾	Contract ⁽²⁾	Quotes ⁽³⁾	Debarment Certification ⁽⁴⁾
< \$1,000: follow preceding Purchasing Guidelines				
\$1,000 - \$4,999.99	X			
\$5,000 - \$9,999.99	X	X		
\$10,000 - \$34,999.99	X	X	X	
>=\$35,000	X	X	X	X

(1) Contact HF Finance for a purchase order

(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.