Appendix B: Summary of Purchasing Procedures for Standard Purchases
(Excluding Special Purchases – see section I.B of the Procurement Policy)

Schools or Units may have more restrictive requirements, contact your Finance Office for guidance.

<table>
<thead>
<tr>
<th>Threshold(a)</th>
<th>REQUIRED for Federal Funds (100000-199999) Cost-Share Funds or Expenses Journaled onto Federal Funds</th>
<th>BEST PRACTICE for Non-Federal Funds (all other funds)</th>
</tr>
</thead>
</table>
| $0-$50,000   | University recognized Preferred Vendors are encouraged  
Visual Compliance monitors debarred suppliers on a daily basis  
Purchases should be distributed equitably among qualified suppliers to the extent practical  
No self-approval is allowed on federal funds | University recognized Preferred Vendors are encouraged  
Purchases should be distributed equitably among qualified suppliers to the extent practical  
Self-approval for purchase up to $2,499.99 is allowed, but not recommended |
| ≥$35,000     | Required for contract purchases  
≥ $35,000 subject to Federal Acquisition Regulations, a signed Debarment Certification Form is required or debarment language must be included in the contract before Harvard makes a purchase commitment | Not Applicable |
| $50,000-$250,000 | Complete and Upload VJF in B2P  
o A minimum of 2 but recommend 3 written quotes (email is allowable) is required if purchase is not a single- or sole-source purchase  
o University-recognized preferred vendors may be used as one of the written quotes. Back-up documentation regarding vendor selection justification, (quotes, explanation around sole source vendors etc.) must be kept on file or uploaded into B2P  
Purchases should be distributed equitably among qualified suppliers to the extent practical | University recognized Preferred Vendors are encouraged, OR  
Should obtain a minimum of 2 but recommend 3 written quotes (email is allowable)  
Purchases should be distributed equitably among qualified suppliers to the extent practical |
| $250,000-$699,999(b) | Same as above, AND  
If a competitive proposal:  
o Must conduct a formal written proposal process. Vendor selection should be awarded to the bidder whose proposal is most advantageous to the program with price being one of the factors. Sealed bids must select the vendor that meets the requirements & has the lowest bid  
Payments ≥ $250,000 require electronic approval of Tub Financial Dean or Designee | Same as above, AND  
Should obtain a minimum of 2 but recommend 3 written quotes (email is allowable).  
Payments ≥ $250,000 require electronic approval of Tub Financial Dean or Designee |
| ≥$700,000+ ($1.5M for construction) | Same as above, AND  
Purchaser must develop minority vending goals & complete Individual Subcontractor Reports (ISR) & Summary Subcontract Reports (SSR) & submit subcontracting plan if required by RFP | Same as above |

(a) See Subrecipient vs Contractor Guidance to determine if a subcontract or vendor/contractor and/or requirements of subcontracts under vendor/contractor contracts.
(b) See the Procure-to-Pay Manual regarding requirements for noncompetitive, competitive or sealed bid proposals and processes. Some bid types may require the selection of the lowest bidder, others may not. Contact your local school Finance or Procurement offices for guidance.