Policy Overview
The purpose of the HUIT Procurement Policy is to provide a uniform policy regarding the purchase and payment of goods and services throughout HUIT. This policy defines a set standard for organizational and individual conduct and provides best practices for purchasing across HUIT. Purchasing decisions are business decisions made on behalf of the University and therefore should be made with the utmost consideration for what is in the best interest of the University. Purchase decisions need to be made in the most cost effective manner. The following policy and procedure ensures that appropriate business processes occur when dealing with outside vendors.

Conflict of Interest
Individuals serving the University shall at all times act in a manner consistent with their fiduciary responsibilities to the University and shall exercise particular care that no detriment to the University results from conflicts between their interests and those of the University. See Conflict of Interest Policy.

Code of Ethics
Individuals purchasing goods and services on behalf of Harvard University should conduct business in a manner that is consistent with the educational and research goals of the University. Purchasing activities should be conducted in a professional manner. Purchasing decisions should be made on reasonable assessments of quality, services, competitive pricing and technical qualifications.

Efforts should be made to maintain positive and professional relations with vendors. Business should be conducted in good faith and disputes resolved quickly and equitably. Vendors doing business with the University should be held to standards promoting sound and ethical business practices. Procurement decisions should be made with integrity and objectivity, free from any personal considerations or benefits.

Ways to Procure and Related Policies:

PCard Policy
Harvard Purchasing Cards (PCards) are University-liability credit cards issued in the names of authorized, trained individuals to purchase certain eligible goods and services in support of Harvard University. Only eligible direct University business expenses may be charged to the
Procurement Policy (cont.)

PCard; personal purchases are strictly prohibited; all PCard transactions must be supported by a detailed business purpose and by original proof of purchase documentation; and all transactions must be reviewed by a person other than the cardholder. Improper use of the PCard, including use of the PCard for personal purchases, may result in disciplinary action up to and including termination of employment. See HUIT PCard Policy.

Corporate Card Policy

Harvard's Corporate Card is the primary payment method for travel expenses incurred by Harvard employees. Paid employees who take at least three business trips per year and/or incur expenses of $5,000 or more per year are strongly encouraged to apply for a Harvard Corporate Card. Harvard’s Corporate Card is intended for travel and other business related expenditures. HUIT discourages its use for personal purchases. Cardholders should take the same care in protecting the Corporate Card as they would with other credit cards they hold in their name. See HUIT Corporate Card Policy.

Travel and Expense Reimbursement

This policy established how HUIT will reimburse individuals for travel expenses incurred conducting University business. Harvard University has a stewardship obligation to use its funds prudently. All Harvard University employees must use University funds wisely and in the fullest support of Harvard’s mission of education and research. As such, travel expenses must be reasonable and necessary, and travelers must always use the most cost effective means to travel. An employee, during the normal course of business activity, may incur expenses that need be reimbursed. The employee may use personal funds (“out of pocket”) a Harvard issued Corporate Card, or a P-card to pay for these expenses. When incurring a reimbursable expense on behalf of the University, an employee is responsible for requesting reimbursement. The expense then must be authorized by management, properly documented and submitted within 60 days of the expenditure. Please see the HUIT Travel Policy for the types of expenses that are reimbursable and the reimbursement process.

Harvard Crimson Online Marketplace (HCOM)

The Harvard Crimson Online Marketplace (HCOM) is the procurement system by which all purchases are made throughout the University. HCOM is an Oracle web based procurement application designed for the Harvard Community offering a quick, easy, and cost effective way to shop for goods and services. HCOM provides a one-stop solution for purchasing and invoice payment where approval happens in advance of actual purchase and invoice payment. Harvard’s Strategic Procurement Department has established standard pricing with select vendors based on the purchase volume of the entire University community. Purchase requisition approvals are obtained electronically prior to the purchase of goods and services. The system enforces an automated approval hierarchy and creates an electronic audit trail. Please see the HUIT HCOM Policy.

Use of Department Funds

HUIT will directly pay or reimburse valid and properly substantiated business expenses for activities that benefit the University and are necessary and appropriate in the conduct of University business. Such expenses include direct payments to vendors for goods and services and reimbursements to employees for travel and expenses related to University business. Managers are encouraged to proactively seek cost saving alternatives when making business decisions. Harvard is exempt from Massachusetts Sales/Meals tax. The purchaser should ensure that tax is not included on business related purchases. You may be required to produce a MA ST-2 and a ST-5 form. Please contact HUIT Accounting for tax forms as needed.