HUIT Procurement Policy

Policy Statement
The purpose of this policy is to provide uniform guidelines and procedures regarding the purchase and payment of goods and services throughout HUIT. Purchasing decisions are made on behalf of the University and therefore should only been made after careful consideration and in the most cost-effective manner.

Who Must Comply
All HUIT staff who are purchasing goods or services on behalf of the University must follow this policy regardless of the procurement tool used. This includes Buy-to-Pay (B2P) for purchase orders and payment requests, Purchasing Card (PCard) transactions and Corporate Card activity.

Guidelines and Procedures

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

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. These behaviors include the following:

- Complete an assessment on the quality of services, competitive pricing, and technical qualifications.
- Conduct the business in good faith and resolve disputes quickly and equitably.
- Hold vendors to standards that promote sound and ethical business practices.
- Make objective decisions that are free from personal considerations or benefits.

Vendor Contract Review, Approval and Management
Contracts signed with outside parties, including vendors and consultants, can represent a large financial commitment on behalf of the University. HUIT’s vendor contract policy contains vendor contract review and approval guidelines that should be followed prior to signing the agreement or purchasing the goods and services. This pertains to all agreements being entered with an outside vendor.

Use of Harvard Funds for Business
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 expenses incurred on behalf of the University. There are specific policies that should be followed depending on the type of cost. Some examples include travel, training, meals, gifts and employee recognition. Please refer to the HUIT use of departmental funds policy prior to making a purchase to ensure the appropriate guidelines are followed.
Ways to Procure and Related Policies
Harvard uses three financial systems and tools to pay for Harvard related business expenses.

Harvard Buy-to-Pay (B2P) System
Buy-to-Pay (B2P) is the procurement system by which all purchases are made throughout the University. B2P is a web-based procurement application which is designed to offer a quick, easy, and cost-effective way to shop for goods and services. Standard pricing is available for select vendors based on the purchase volume of the entire University community. B2P enforces an automated approval hierarchy and creates an electronic audit trail before a purchase is made or invoice is paid in the system. HUIT requires a purchase requisition to be created and approved in B2P prior to making the purchase of goods and services. Please see the HUIT B2P policy which provides information on the types of purchases made in B2P as well as the responsibilities of the shoppers, requestors and approvers who participate in the process.

Harvard issued PCards
Harvard Purchasing Cards (PCards) are University-liability credit cards issued in the names of authorized, trained individuals to purchase certain eligible goods and services on behalf of the University. Only eligible direct University business expenses may be charged to the PCard. Each transaction must be supported by a detailed business purpose and with original proof of purchase documentation. Personal purchases are strictly prohibited. Improper use of the PCard, including using the card for personal purchases, may result in disciplinary action up to and including termination of employment. See the HUIT PCard Policy for additional information.

Harvard issued Corporate Cards
Harvard’s Corporate Card is the primary payment method for travel and other business-related expenditures including training. Employees who take at least three business trips per year and/or incur expenses of $5,000 annually are encouraged to apply for a Harvard corporate card. Personal purchases are strictly prohibited. Cardholders should take the same care in protecting the Corporate Card as they would with other personal credit cards they hold in their name. See the HUIT Corporate Card Policy for additional information.

Employee Expense Reimbursement
All staff must use University funds wisely and in the fullest support of the University’s mission of education and research. 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”) or Harvard issued corporate card to pay for these expenses. When incurring a reimbursable expense, the employee is responsible for making the request for 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.

Tax Exempt Status
As a higher education institution, Harvard is classified as a tax-exempt organization. Staff are encouraged to proactively seek cost saving alternatives when making business decisions. The purchaser should ensure that tax is not included on business related purchases. Harvard is also exempt from Massachusetts Sales/Meals tax. You may be required to produce a MA ST-2 and a ST-5 form. Please contact HUIT Financial Accounting and Operations team for tax forms as needed.