Harvard SEAS Approval Levels and Responsibilities

1. First level approver (Lab/Faculty admin)
   - On the lab level – close to purchaser, confirms that the shopper is authorized to use the fund, purchase is appropriate and the funding string is correct
   - If authorized: Requisitions under $500 – final approver for Marketplace orders
   - For capital equipment (items over $5K) – confirms the tag number is included
   - In case of the shopper leaving SEAS – assists with payment resolution

2. Second level approver (Research Admin/Financial Planning and Analysis)
   - Confirms that the purchase meets the criteria to be charged to a particular costing string
   - Confirms the dollar amount does not exceed the fund balance
   - If requisition is over $5 K and federal funds are being used, verifies that the VJF is completed

3. Final approver (Financial Operations)
   - Confirms that all the previous approvals are present
   - Verifies the object code is correct
   - Confirms all the necessary attachments have been submitted (quote, invoice, receipts, exception forms, etc.)
   - For requisitions over $25K – obtains the Debarment Certification form from the vendor
   - If foreign currency bank draft or wire payment is required, checks the necessary forms and submits them to UFS
   - places the order with the vendor
   - assists in order completion if needed
   - provides necessary information and tax documents to the vendor
   - if necessary, works with UFS, shopper and the vendor in getting the invoice paid
   - verifies the transaction is consistent with Harvard and SEAS policies
   - submits the reimbursement/ Citibank paperwork to UFS to be processed

4. Requisitions over $250K need to be approved by the Financial Dean and the University Strategic Procurement Director. The SEAS Final Approver needs to monitor the status of the requisition and upon approval will proceed with placing the order.