Checklist: Purchases Totaling $10K or More

1. **Confirm the supplier's status in Workday:**
   - Confirm the status of the supplier in Workday with the YSOA Business Office or with the supplier.
   - If the supplier is not set up in Workday, ask them to complete a *Supplier Gateway – Contact Form* and submit it to archbusiness@yale.edu so the supplier set up process can be initiated.

2. **Comparative Pricing Documentation for the Purchase of Goods or Services:**
   - University Preferred Suppliers, listed in the University Buying Guide, are **excluded** from the comparative pricing process.
   - **Prepare a Pricing Form** or **Sole Source Form:** If you obtained quotes for this engagement, use the pricing form, otherwise use the sole source form.
     - **Pricing Form***: s*ubmit two or more quotes with a pricing form. Quote documentation can include a supplier price list, an Internet search of supplier websites to determine market and published prices, or prices provided in writing directly from the Supplier. Quotes need to be dated within 12 months, and should be for the same goods or services.
     - **Sole Source Form:** document justification for the sole source purchase (i.e. unique capabilities, time constraints, one source, compatibility, etc.) using the sole source form.

3. **Additional Forms Required for the Purchase of Services:**
   - **Services agreement**: This is a Word document. Edits will need to be reviewed and approved by Yale Purchasing. The form should be completed and signed by the supplier. *If your supplier has a contract they would like us to use instead of the University agreement, please submit it to the Business Office so they can check that Yale Purchasing will accept it in lieu of the University's agreement.*
   - **Statement of Work / Exhibit A to Services Agreement**: This form should be completed by the requestor and the supplier and

signed by the supplier. If there is a payment schedule or deposit, it needs to be included in the statement of work.

- Confirm that the supplier name, start and end dates and total amounts in all the documents match.
- **Certificate of Insurance or insurance waiver:** *A certificate of insurance/letter or waiver is required for all agreements. Insurance information for suppliers can be found at* https://ogc.yale.edu/erm/nonyale/vendors.
    - If the supplier carries insurance, ask them for a certificate or letter *(one-year expiration).* Sample
    - If the supplier does not carry insurance, obtain the following information from the supplier and send it to the Business Office so an insurance waiver can be requested:
        - Location of work? *On campus, off campus or both*
        - Does the supplier have any employees? *Yes/no*
        - Will an automobile be used in the course of providing services? *Yes/no*
        - Brief description of the risks to the University from the Supplier's work: what harm could come to the University if the Consultant makes an error or is negligent in some way? *Response can be none or NA*

4. **Additional information:**
    - **Goods or Services:** For purchases being charged to external grants, the **Office of Sponsored Research (OSP)** needs to review and sign the second page of the sole source or pricing form. Submit the forms to gcat2@yale.edu, along with a copy of the statement of work if the purchase is for services.
    - **Services:** Payments to foreign individuals and businesses for services performed in the U.S. may be subject to **tax deductions**. In some cases, a tax exemption can be requested. Reach out to the Business Office for more information.
    - **Services:** The processing time for an agreement with a new supplier can be up to **4-6 weeks**.