



Assistance Request Form

Please complete and return via email to fasasap@fas.harvard.edu to request and schedule assistance.

Requestor Name: _____ **Supervisor Name:** _____
(If applicable)

Department Name: _____ **Phone:** _____

Phone: _____ **Email:** _____

Email: _____ **Email:** _____

Request Date: _____

☐ **General Ledger**

☐ Journal Voucher

☐ ADI Spreadsheet

☐ INTRA (within ORG)

☐ INTER (outside ORG)

☐ **Purchasing Card (PCard)**

☐ PCard Review

☐ **Vendor Request**

☐ Vendor Setup

☐ **Travel**

☐ BCD/Harvard Travel Authorizations

☐ Concur

☐ CITI Corporate Card Payments

☐ Out-of-Pocket Expenses

☐ **Harvard Crimson Marketplace (HCOM)**

☐ Marketplace

☐ Non-Catalog

☐ Payment Requests

☐ Non-Employee Reimbursements

☐ Receiving, Returns & Receipts

☐ **PeopleSoft**

☐ Time Reporter

☐ Time Approver



☐ **PeopleSoft** *(continued)*

- ☐ PeopleSoft Reports
☐ Absence Approver

- ☐ Absence Reporter
☐ Student Quick Hires

☐ **ASPerIN - Faculty**

- ☐ Process Appointments/Actions

Aurora - Staff

- ☐ Lookup
☐ Reporting

- ☐ Process Appointments/Actions: TA/TF
☐ Process Appointments/Actions: TEMP/LHT

☐ **Administrative Help**

- ☐ G/L Reconciliation
☐ Other Duties Related to Financial

Please Describe: _____

ASSIGNMENT TIME PERIOD

Anticipated Start Date: _____ Anticipated End Date: _____

In order to use ASAP services effectively, departments should have the following prepared in advance:

For Journal Transactions: <ul style="list-style-type: none">– Information for Journal Description field– 33-digit debit & credit codes– For payroll-related journals, include HUID and individual's full name	For Concur Employee Reimbursements – Citi Payments & Out of Pocket: <ul style="list-style-type: none">– Detailed business purpose: Why and Date– Report header– 29-digit billing code (not including object code)– Commonly use expense types– Scanned receipts or MRA
For HCOM Transactions & Non-Employee Reimbursements: <ul style="list-style-type: none">– Detailed business purpose: Who, what, when, where, why– 33-digit billing code– Signed, original HCOM Non-Employee reimbursement form & original receipts or MRA– Invoice initialed and dated by requesting department	For Time & Labor Transactions: <ul style="list-style-type: none">– Completed timesheets (hours worked and HUID) signed by approver/supervisor
For ASPerIN/Aurora Transactions: <ul style="list-style-type: none">– Completed I-9– 33-digit billing code	For HCOM Transactions: <ul style="list-style-type: none">– Quote/pricing obtained from vendor for Non-Catalog request– 33-digit billing code

ASAP USE ONLY:

Team Member: ☐ AV ☐ JBB

Date Contacted: _____