Please complete and return via email (fasasap@fas.harvard.edu) or fax (617-496-5838) to schedule ASAP assistance.

**Request for ASAP Assistance**

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<th>Requestor:</th>
<th>Dept Name:</th>
<th>Date:</th>
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**General Ledger:**
- ☐ Journal Voucher
- ☐ ADI Spreadsheet

**PCard:**
- ☐ PCard Review

**Vendor Request:**
- ☐ Vendor Setup

**Travel:**
- ☐ Employee Reimbursements
- ☐ Corporate Card Payments
- ☐ Travel Authorizations

**HCOM:**
- ☐ Marketplace
- ☐ Non-Catalog
- ☐ Payment Requests
- ☐ Non-Employee Reimbursements
- ☐ Receiving, Returns & Receipts

**Payroll:**
- ☐ ASPeRIN Appointments
- ☐ PeopleSoft Time & Labor
- ☐ Student Quick Hires

**Administrative Help:**
- ☐ G/L Reconciliation
- ☐ Other Duties Related to Financial and/or HR Transactions (please describe):
  ____________________________________________________________

**Anticipated Start & End Dates of Assignment:**
  ____________________________________________________________

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

**For Journal Transactions:**
- Information for Journal Description field
- 33-digit debit & credit codes
- For payroll-related journals, include HUID

**For HCOM & Web Reimbursement Transactions:**
- Detailed business purpose: Who, what, when, where, why
- 33-digit billing code
- Signed, original Employee Reimbursement form or HCOM Non-Employee Reimbursement form
- Original receipts or MRA

**For Time & Labor Transactions:**
- Completed timesheets (hours worked and HUID) signed by approver/supervisor

**For ASPeRIN Transactions:**
- Completed I-9
- 33-digit billing code

**For HCOM Transactions:**
- Quote/pricing obtained from vendor for Non-Catalog request
- 33-digit billing code

Team member: GJ AV

**ASAP use only:**

Date contacted: