Faculty of Arts and Sciences
asap
Administrative Systems Assistance Program

Assistance Request Form

Requestor Name: _____

Supervisor Name: _____
(if applicable)

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Department Name: _____

Request Date: _____

☐ **General Ledger**
   ☐ Journal Voucher   ☐ ADI Spreadsheet

☐ **Purchasing Card (Pcard)**
   ☐ Pcard Review

☐ **Vendor Request**
   ☐ Vendor Setup

☐ **Travel**
   ☐ Travel Authorizations   ☐ Concur

☐ **Harvard Crimson Marketplace (Hcom)**
   ☐ Marketplace   ☐ Non-Catalog
   ☐ Payment Requests   ☐ Non-Employee Reimbursements
   ☐ Receiving, Returns & Receipts

☐ **Payroll**
   ☐ ASPerIN/Aurora Appointments   ☐ PeopleSoft Time & Labor
   ☐ Student Quick Hires

☐ Administrative Help

    ☐ G/L Reconciliation   ☐ Other Duties Related to Financial and/or HR Transactions

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:
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:
Detailed business purpose: Why and date
Report header
29-digit billing code
Commonly use expense types
Scanned receipts or MRA

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

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

For ASPerIN/Aurora Transactions:
Completed I-9
33-digit billing code

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