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
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 (not including object 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 HCOM Non-Employee reimbursement form & original receipts or MRA
- Invoice initialed and dated by requesting department

**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