# Request for ASAP Assistance

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Dept Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone/Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General Ledger:
- [ ] Journal Voucher
- [ ] ADI Spreadsheet

### PCard:
- [ ] PCard Review

### Vendor Request:
- [ ] Vendor Setup

### RCS:
- [ ] 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):

<table>
<thead>
<tr>
<th>Anticipated Start &amp; End Dates of Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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 MR

ASAP use only: Date contacted: