ASSISTANCE REQUEST FORM

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

Requestor Name: ____________________  Supervisor Name: ____________________
Department Name: ____________________  Phone: __________________________
Phone: ______________________________  Email: __________________________
Email: ______________________________  Request Date: ____________________

☐ General Ledger
  ☐ Journal Voucher

☐ 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
  ☐ Payment Requests
  ☐ Receiving, Returns & Receipts

☐ ADI Spreadsheet
  ☐ INTRA (within ORG)
  ☐ INTER (outside ORG)

☐ Non-Catalog
☐ Non-Employee Reimbursements
### ASAP USE ONLY:

**Team Member:** [ ] AV  [ ] JBB  
**Date Contacted:** ____________

#### PeopleSoft
- [ ] Time Reporter
- [ ] PeopleSoft Reports
- [ ] Absence Approver

#### Aurora
- [ ] Lookup
- [ ] Reporting

#### 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:

<table>
<thead>
<tr>
<th>For Journal Transactions:</th>
<th>For Concur Employee Reimbursements – Citi Payments &amp; Out of Pocket:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Information for Journal Description field</td>
<td>- Detailed business purpose: Why and Date</td>
</tr>
<tr>
<td>- 33-digit debit &amp; credit codes</td>
<td>- Report header</td>
</tr>
<tr>
<td>- For payroll-related journals, include HUID and individual’s full name</td>
<td>- 29-digit billing code (not including object code)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For HCOM Transactions &amp; Non-Employee Reimbursements:</th>
<th>For Time &amp; Labor Transactions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Detailed business purpose: Who, What, When, Where, Why</td>
<td>- Completed timesheets (hours worked and HUID) signed by approver/supervisor</td>
</tr>
<tr>
<td>- 33-digit billing code</td>
<td></td>
</tr>
<tr>
<td>- Signed, original HCOM Non-Employee reimbursement form &amp; original receipts or MRA</td>
<td></td>
</tr>
<tr>
<td>- Invoice initialed and dated by requesting Department</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Aurora Transactions:</th>
<th>For HCOM Transactions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Completed I-9</td>
<td>- Quote/pricing obtained from vendor for Non-Catalog request</td>
</tr>
<tr>
<td>- 33-digit billing code</td>
<td>- 33-digit billing code</td>
</tr>
<tr>
<td>- Time and Labor Group</td>
<td></td>
</tr>
<tr>
<td>- # of hours per week</td>
<td></td>
</tr>
<tr>
<td>- Title</td>
<td></td>
</tr>
<tr>
<td>- Hourly Rate</td>
<td></td>
</tr>
<tr>
<td>- Start/End Date</td>
<td></td>
</tr>
</tbody>
</table>

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