Faculty of Arts and Sciences
asap
Administrative Systems Assistance Program

Assistance Request Form

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

☐ **PeopleSoft** *(continued)*

 ☐ PeopleSoft Reports   ☐ Absence Reporter

 ☐ Absence Approver   ☐ Student Quick Hires

☐ **ASPerIN - <mark>Faculty</mark>**

 ☐ Process Appointments/Actions

Aurora - <mark>Staff</mark>

 ☐ Lookup   ☐ Process Appointments/Actions: TA/TF

 ☐ Reporting   ☐ Process Appointments/Actions: TEMP/LHT

☐ **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:

For Journal Transactions:	For Concur Employee Reimbursements – Citi Payments & Out of Pocket:
– *Information for Journal Description field* – *33-digit debit & credit codes* – *For payroll-related journals, include HUID and individual's full name*	– *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:	**For Time & Labor Transactions:**
– *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*	– *Completed timesheets (hours worked and HUID) signed by approver/supervisor*
For ASPerIN/Aurora Transactions:	**For HCOM Transactions:**
– *Completed I-9* – *33-digit billing code*	– *Quote/pricing obtained from vendor for Non-Catalog request* – *33-digit billing code*