

Please complete and return via email ([fasasap@fas.harvard.edu](mailto:fasasap@fas.harvard.edu)) or fax (496-5300) to schedule ASAP assistance.

## Request for ASAP Assistance

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone/email: \_\_\_\_\_  
Dept Name: \_\_\_\_\_  
Address: \_\_\_\_\_

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### Check all processing needs that apply:

Journals

Accounts Payable & Travel:  Invoices  Reimbursements  GE Card  PCard  Other

Electronic Requisitioning System/EREQ (Restricted Use)

Equipster

Payroll:  ASPerIN  PeopleSoft Time & Labor  Student Quick Hires (Restricted Use)

Administrative Help:  G/L Reconciliation  Other Duties Related to Financial and/or HR Transactions  
(Please describe below in Questions/Comments Section)

Anticipated Start & End Date of Assignment: \_\_\_\_\_

Questions or Comments: \_\_\_\_\_

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**In order to utilize ASAP services effectively, departments should have the following prepared in advance:**

For Oracle-based GL/Journal Transactions:

Information for Journal Description Field  
33-Digit Debit & Credit Codes  
For Payroll-related Journals, include HUID

For Oracle-based Accounts Payable & Reimbursement Transactions:

Detailed Business Purpose: Who, What, When, Where and Why  
33-Digit Billing Code  
Invoice or Receipts/Signed Universal Expense Form

For Equipster Transactions:

Spreadsheet with required information for entry into the systems

For Time & Labor Transactions:

Completed Timesheets (hours worked and HUID) Signed by Approver/Supervisor

For ASPerIN Transactions:

Completed Employment Form  
33-Digit Billing Code  
1-9 Information

Processor: GJ AG

**ASAP use only:**

Date contacted: \_\_\_\_\_