

Dear Colleagues,

For approval, please submit your requisition(s) to FM-REQ Group email: FM-req@cfa.harvard.edu

Please follow these tips when emailing Requisition(s) to FM

Email Subject: include your division/department, number of reqs and date. For example, email from AMP division with 4 (four) Reqs send on 3/17 would read: **Subject: AMP Reqs (4) 3/17**

Attachment/Filename: attach your req and include req# and div/dept in the file name. For example, req#56789 from AMP with: **File Name: Req.56789 - AMP.pdf**

RUSH: add 'RUSH' to your email subject line and include justification for the rush request to help in prioritizing. For example, **Subject: RUSH - AMP Req. 56789 - 3/17**

We appreciate your assistance as we navigate through these teleworking times.

Regards,

Ria Jauw
Accounting Supervisor - FMD
Phone: (617) 495-7322