



# New Activity

ROUTING  
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**Note: A New Activity number and a New Index will be created with this form.**

## SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): \_\_\_\_\_ Requestor Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

**1. Title:** (Description - 35 characters) \_\_\_\_\_

**2. Effective Date:** (mm/dd/yyyy) \_\_\_\_\_

**3. Purpose of new activity:**

## 4. Associated: \*If the program code is research and rolls up to 16, you must complete page 2.

Fund #:	_____	Fund Name #:	_____
Org #:	_____	Org Name #:	_____
Program #:	_____	Program Name:	_____
Location #:	_____	Location Name:	_____

## SECTION 3: APPROVAL

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Investigator    Dean/VP/CC President    Designee

## SECTION 4: OFFICIAL APPROVAL

**Fiscal Monitor** Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by** Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 5: INTERNAL DEPARTMENT USE ONLY

Activity Number: \_\_\_\_\_ Index Number: \_\_\_\_\_

Fiscal Monitor: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reset