



New Non-Hiring Organization Number

ROUTING	FIP MSC CAR Fip@nmsu.edu Phone 646-1514
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Note: A New Non-Hiring Org and New Index will be created with this form. If you need a New Official Hiring Org, please fill out the: CAFS Official Hiring Organization form.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Requestor Name: _____ E-mail Address: _____
Phone: _____ Department: _____ Campus Box: _____

SECTION 2: REQUEST DETAILS

- Title:** (35 Characters) _____
- Financial Manager:** _____
- Effective Date:** _____
- Predecessor Org:** _____ Predecessor Name: _____
- Purpose of New Org:**

6. Associated:			
Fund #:	_____	Fund Name:	_____
Program #:	_____	Program Name:	_____
Activity #:	_____	Activity 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

Approved by: _____ Date: _____
 Organization Number: _____ Index Number: _____
 Fiscal Monitor: _____ Date: _____
 Entered by: _____ Date: _____