



# New Non-Hiring Organization Number

[Enter a ticket in Aggie Service Desk](#)

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

1. Title: (35 Characters) \_\_\_\_\_

2. Financial Manager: \_\_\_\_\_

3. Effective Date: \_\_\_\_\_

4. Predecessor Org: \_\_\_\_\_ Predecessor Name: \_\_\_\_\_

5. Purpose of New Org:

<b>6. Associated:</b>			
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 **OR**  For Aggie Service Center Units  Dept Head/Dir  Principal Investigator

## SECTION 4: REVIEW AND APPROVAL

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

## SECTION 5: INTERNAL DEPARTMENT USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Number: \_\_\_\_\_ Index Number: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_