



# New Program

ROUTING  
FIP  
MSC CAR  
Fip@nmsu.edu  
Phone 646-1514

With the exception of the Physical Science Laboratory, all new program requests should be submitted to the Budget Office. **New program requests for Physical Science Laboratory are to be submitted to Sponsored Project Accounting, MSC SPA.**

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

3. Purpose of New Org:

4. This program is associated with:			
Fund #:	_____	Fund Name:	_____
Org #:	_____	Org Name:	_____
Activity #:	_____	Activity Name:	_____

## SECTION 3: APPROVAL

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

Principal Investigator    Dean/VP/CC President    Designee

## SECTION 4: OFFICIAL APPROVAL

7. Dept. Head/Director/Dean: (please print) \_\_\_\_\_ Signature: \_\_\_\_\_

## SECTION 5: INTERNAL DEPARTMENT USE ONLY

Program Number: \_\_\_\_\_ Index Number: \_\_\_\_\_

Predecessor Program Number: \_\_\_\_\_

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

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