



New Program

PSL - spa@nmsu.edu
Others - budget@nmsu.edu

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 **OR** For Aggie Service Center Units Dept Head/Dir Principal Investigator

SECTION 4: REVIEW AND APPROVAL

Dept. Head/Director/Dean: (please print) _____ Signature: _____

SECTION 5: INTERNAL DEPARTMENT USE ONLY

Program Number: _____ Index Number: _____

Predecessor Program Number: _____

Entered by: _____ Date: _____