



# Term Index

ROUTING

Restricted Fund route to MSC SPA    Unrestricted Fund route to MSC CAR

## SECTION 1: REQUESTOR INFORMATION

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

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

## SECTION 2: REQUEST DETAILS

1. Index Number: \_\_\_\_\_ Index Title: \_\_\_\_\_

2. Purpose for terming:

3. Will the fund associated with this index be termed as well?    Yes    No (If no, go to question 4)

If yes, what is the fund number? \_\_\_\_\_ Fund Title: \_\_\_\_\_

Is this fund associated to any other indexes?    Yes    No

*\*If fund is associated to more than one index, it can't be termed.*

Is the Fund balance zero?    Yes    No

4. Make sure that the index to be termed is not currently being used by the following:

- E-Hire • Payroll • Requestions • Open POs

## SECTION 3: APPROVAL

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

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

## SECTION 4: OFFICIAL APPROVAL

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

## SECTION 5: INTERNAL DEPARTMENT USE ONLY

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