



# Term Index

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## 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: REVIEW AND APPROVAL

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

## SECTION 4: OFFICIAL APPROVAL

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

## SECTION 5: INTERNAL DEPARTMENT USE ONLY

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