



New Activity

***Restricted Routing Below**
Unrestricted & Agency
Enter Ticket in [Aggie Service Desk](#)

The activity code is used to track temporary events at NMSU, such as special event concerts. This code allows the department to use an existing fund, organization and program combination. Each new activity request will also generate a new index number.

FIP will assign activity code number

***Restricted requests submit to:**

- Plant request route to SPA at spa_plant@nmsu.edu
- Sponsored awards route to Research Administration Services (RAS) through ARGIS
- Financial Aid, Federal/County/Local appropriations, submit through NMSU SPA Work Flow
- Gift or Endowment route to Foundation giftacct@nmsu.edu

SECTION 1: REQUESTOR INFORMATION

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

Phone: _____ Department: _____

SECTION 2: REQUEST DETAILS **All titles are a max of 35 characters**

1. Activity Title: (Description - 35 characters) _____

2. Index Title: (Description - 35 characters) _____

3. Effective Date: (mm/dd/yyyy) _____

4. Purpose of new activity:

5. This new activity and index is associated with the following:

Fund #:	_____	Fund Name #:	_____
Org #:	_____	Org Name #:	_____
Program #:	_____	Program 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 USE ONLY

Activity Number: _____ Index Number: _____

Processed by: _____ Date: _____

Reset