



New Index

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

The index is a six character value that is used for data entry. It's budgetary string assignment of parts used on the transaction form that is being used. FOAPAL elements only allow 35 characters (includes spaces).

***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 giffact@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. Index Title: (35 Characters) _____

2. Effective Date: _____

3. Purpose of New Index:

4. This new index is associated with the following:			
Fund #:	_____	Fund Name:	_____
Org #:	_____	Org Name:	_____
Program #:	_____	Program Name:	_____
Activity #:	_____	Activity 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

Index Assigned: _____

Processed By: _____ Date: _____

Reset