



Responsible Person Change

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

The responsible person listed will be the person who is going to be fiscally responsible for the fund monies

***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

Change Responsible Person on a Fund or Organization

1. Reason for change: _____

2. Fund / Org #: _____ Fund / Org Name: _____

3. Current Responsible Person Aggie ID#: _____

4. Current Responsible Person Name: _____

5. Proposed Responsible Person Aggie ID#: _____

6. Proposed Responsible Person 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 USE ONLY

Processed By: _____ Date: _____

Reset