

## Official Organization (Department) Maintenance Form

ROUTING

Aggie Service Center  
MSC ASC  
[asc@nmsu.edu](mailto:asc@nmsu.edu)

The organization number represents the department, college, executive level organization as well as specific funding breakouts. Most organizations are also considered a Hiring Organization, and this means that staff/faculty members will be hired into positions using this org number.

The Official Organization (Department) Maintenance Form should be submitted with the changes for each department or academic unit. If there are multiple changes for a single department, then only one form with all approved signatures can be submitted.

Follow the instructions below based on the type of request that is being submitted. Please note that hierarchy changes and new organization changes require a separate process and need to be submitted through a ticket in [Aggie Service Desk](#).

- Title Changes: Title changes are updates to a department's/Academic Unit's name, and the changes also update the NMSU phonebook. The changes are visible to the entire NMSU community and the general public. This form should not be used for a correction of a title. When submitting changes to the department's title, also determine if there should be an update to the department's/Academic Unit's acronym.

Title Changes must include both the Long Description and Short Description

Long Description: Max 35 characters

Short Description: Max 30 characters

- Phonebook Changes: Phonebook changes updates the department's/Academic Unit's MSC, address, phonebook and the changes also update the NMSU phone. The changes are visible to the entire NMSU community and to the general public. This section should also be completed if the department is updating the department's/Academic Unit's acronym.

- Termining an Org/Department: Prior to termining an organization number/department, verify that all positions under that organization number have been moved, all indexes and fund numbers have a zero balance and/or were termed. Termining the organization number means that departments will no longer be able to use that organization number for future transactions, and the department's information will no longer be available in the NMSU system.



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Note: These changes require analysis from various departments. Please allow adequate time for these changes to be implemented. Submit a ticket in Aggie Service Desk and attach form and supporting documentation if required.

## SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): \_\_\_\_\_ Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS - Complete Page 3 Section 2A

Org Number: \_\_\_\_\_ Current Org Title (Required): \_\_\_\_\_

Phonebook Changes

Term Org  
Are all positions removed and  
indexes/funds termed  
 Yes  No

Financial Manager Update  
Please fill out the Responsible Person  
Change form

Title Changes  
**\*\*For Official Orgs,  
Dean/VP/CC President or Designee  
approval is required**

## SECTION 3: DIRECTOR/DEPARTMENTAL APPROVAL - **Dean/VP/CC President or Designee when applicable**

### Director/Departmental Signature

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

**Dean/VP/CC President or Designee**  
**\*\*For Official Org Title Changes and Official Org Terming**

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

## SECTION 4: AGGIE SERVICE CENTER APPROVAL

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

## SECTION 5: FIP USE ONLY

Effective Date: \_\_\_\_\_ Processed By: \_\_\_\_\_

Reset

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## SECTION 2A: REQUEST DETAILS

**Financial Manager Review:** When submitting any departmental maintenance changes, review and update the Director/Department Head or Financial Manager in your department (required review).

Director/Department Head (Review) Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_

Financial Manager/Data Entry Level (ASC) Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_

### **Title Changes:**

Long Description (Max 35 Characters): \_\_\_\_\_ Short Description (Max 30 Characters): \_\_\_\_\_

### **Phonebook Changes:**

Acronym (Max 8 Characters): \_\_\_\_\_ New MSC: \_\_\_\_\_ New Phone Number: \_\_\_\_\_

New Physical Address (if other than PO Box 30001)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_