



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, submit through NMSU SPA Workflow
- Financial Aid, Federal/County/Local appropriations, submit through NMSU SPA Workflow
- Gift or Endowment route to Foundation giftacct@nmsufoundation.org

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: _____