



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, 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. 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: _____