



Term Index

[Enter a ticket
in Aggie
Service Desk](#)

Terminating an index should be when it is no longer needed, when a project or grant has ended. Prior to terminating the index, verify that there are no pending documents, such as Purchase Order, requisitions, journal vouchers, etc. If a fund is also being terminated, ensure that the fund balance is zero.

***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@nmsufoundation.org

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Requestor Name: _____ E-mail Address: _____

Phone: _____ Department: _____

SECTION 2: REQUEST DETAILS

1. Index Number: _____ Index Title: _____

2. Purpose for terming:

3. Will the fund associated with this index be termed as well? ☐ Yes ☐ No (If no, go to question 4)

If yes, what is the fund number? _____ Fund Title: _____

Is this fund associated to any other indexes? ☐ Yes ☐ No

**If fund is associated to more than one index, it can't be termed.*

Is the Fund balance zero? ☐ Yes ☐ No

4. Make sure that the index to be termed is not currently being used by the following:

• Payroll • Requisitions • Open POs

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: _____