

Change Responsible Person on Fund Request

This form may be used to request a change of the responsible person on the Banner fund.

1. Enter the **Purpose** for making this change.
2. Enter the **Fund Number** and **Fund Name**.
3. Enter the **Current Responsible Person Banner ID** number.
4. Enter the **Current Responsible Person** name.
5. Enter the **Proposed Responsible Person Banner ID** number (nine digit number).
6. Enter the **Proposed Responsible Person** name.
7. Enter the **Name** of the person requesting this change.
8. **Signature** of the requestor.
9. Enter the **Department Name** of the person requesting this change.
10. Enter the **E-mail** address and **Phone Number** of the preparer.
11. **Dept. Head/Director/Dean** name and signature.
12. Submit request to **Accounting and Financial Reporting MSC AFR** if unrestricted, or submit to **Sponsored Projects Accounting MSC SPA** if restricted.

New Mexico State University Change Responsible Person on Fund Request

Are you using sponsored awards or gifts on this form?	
Yes	route MSC SPA
No	route MSC AFR

1. Purpose for Change: _____

2. Fund #: _____ Fund Name: _____

3. Current Responsible Person Banner ID#: _____

4. Current Responsible Person Name: _____

5. Proposed Responsible Person Banner ID#: _____

6. Proposed Responsible Person Name: _____

7. Requested by: _____

8. Signature: _____

9. Department Name: _____

10. E-mail: _____ Phone: _____

11. Dept. Head/ Director/ Dean (Please Print): _____ Signature: _____

Business Office Use Only

Fiscal Monitor: _____	Date _____
Processed by: _____	Date _____