

Finance Documentation Request

This form serves one purpose:

1. To request documentation to determine if charges that have been applied to a certain account are appropriate.

Finance Documentation Request

- Items 1-8 are required information needed for request to be completed.
 - Doc #: This is the Banner assigned document number.
 - Transaction Date
 - Index: This is the shortcut number used to identify the FOPAL string for which you are requesting documentation. If you are not sure what Index to use, an online crosswalk is available at <https://www.nmsu.edu/fsa/XWalk/Live%20Search.aspx>
 - Account: If you are not sure what account to use, an online crosswalk is available at <http://www.nmsu.edu/~boffice/Banner/Banner%20Operating%20Ledger%20Account%20Codes.xls>
 - Description/vendor if applicable
 - Amount
- Item 9 – To provide specific instructions on the request.

Routing

- All Finance Documentation Requests must be sent to Accounting and Financial Reporting-(Finance Information Processing-FIP) MSC AFR.

New Mexico State University
Finance Documentation Request
(Please submit to Finance Information Processing (FIP), Box AFR)

1. Name (Required): _____ 2. Email (Required): _____ 3. Phone # (Required): _____
4. Department (Required) _____ 5. Request Date (mm/dd/yyyy): _____ 6. Date Needed (mm/dd/yyyy): _____
7. FY: _____

8. INFORMATION REQUESTED (Required):

Doc #	Transaction Date	Index Code	Account Code	Ref. 1	Rule Code (Type)	Desc./Vendor (20 Characters)	Amount

INFORMATION NEEDED:

9. Specific Instructions/Comments: _____

Financial Information Processing (FIP) Use Only

Process by: _____	Process Date: _____
Emailed on: _____	Called on: _____