

Index Change Request Form

This form is designed to request a change in the individual FOAPAL elements that make up a current index. If index is **unrestricted** please submit to **Accounting and Financial Reporting- MSC AFR**, or if index is **restricted** please submit to **Sponsored Projects Accounting- MSC SPA**.

1. Enter the current information:

Current:

Index # and Index Name.

Fund # and Fund Name:

Org # and Org Name.

Program # and Program Name.

Activity# and Activity Name. *(if applicable)*

Location# and Location Name. *(if applicable)*

2. Enter what to change it to:

Change To:

Fund # and Fund Name:

Org # and Org Name.

Program # and Program Name.

Activity# and Activity Name. *(if applicable)*

Location# and Location Name. *(if applicable)*

3. Enter the **Purpose** for the change.
4. Enter the name of the **Preparer, Sign** and **Date**.
5. Enter the **Department, Email** and **Phone** number.
6. **Dept. Head/Director/Dean** name and signature.

New Mexico State University Index Change Request Form

Routing
Restricted Fund to MSC SPA
Unrestricted Fund to MSC AFR

1. Current:

Index: _____ Index Name: _____
Fund: _____ Fund Name: _____
Org: _____ Org Name: _____
Prog: _____ Prog Name: _____
Actv: _____ Actv Name: _____
Loc: _____ Loc Name: _____

2. Change To:

Fund: _____ Fund Name: _____
Org: _____ Org Name: _____
Prog: _____ Prog Name: _____
Actv: _____ Actv Name: _____
Loc: _____ Loc Name: _____

3. Purpose for Change: _____

4. Prepared by: _____ Signature: _____ Date: _____

5. Department: _____ Email: _____ Phone: _____

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

Business Office Use Only

Index _____	Fund _____	Org: _____	Prog _____	Actv _____	Loc _____
Fiscal Monitor: _____			Date: _____		
Processed by: _____			Date: _____		