

New Activity Request

New activities are requested for temporary events on campus. An example is a concert at the Pan American Center. Please submit to Accounting and Financial Reporting for processing MSC AFR.

1. Enter the **Title** of the new activity. *No more than 35 characters long*
2. Enter the **Effective Date** of the activity.
3. Enter the **Purpose** of the new activity.
4. Enter the associated
Fund # and **Fund Name**
Org # and **Org Name**
Program # and **Program Name**
Location # and **Location Name** *(if applicable)*
5. The person preparing the request should print their name and sign.
6. Enter prepared **Date**, and the preparer's **Email** and **Phone Number**.
7. **Detp. Head/Director/Dean** name and signature.
8. Submit your request to **Accounting and Financial Reporting MSC AFR**.

**NEW MEXICO STATE UNIVERSITY
NEW ACTIVITY NUMBER REQUEST**

1. **Title:**(35 Characters) _____

2. **Effective Date:** _____

3. **Purpose of new activity:** _____

4. **Associated:**

Fund #: _____ Fund Name: _____

Org #: _____ Org Name: _____

Prog #: _____ Prog Name: _____

Loc #: _____ Loc Name: _____

5. **Prepared by:** _____ **Signature:** _____

6. **Date:** _____ **E-mail** _____ **Phone #:** _____

7. **Dept. Head/Director/Dean:** _____ **Signature:** _____

Note: A New Activity number and a New Index will be created with this form

Business Office Use Only

Activity Number: _____	Index Number: _____
Fiscal Monitor: _____	Date: _____
Processed by: _____	Date: _____