

## New Index Request

This form is to request a New Index with FOAPAL elements that already exist.

1. Enter the **Title** of this new index. *—No more than 35 characters long*
2. Enter the **Effective Date**.
3. Enter the **Purpose** for this new index.
4. Enter:  
**Fund #** and **Fund Name**  
**Org #** and **Org Name**  
**Program #** and **Program Name**  
**Activity #** and **Activity Name** *(if applicable)*  
**Location #** and **Location Name** *(if applicable)*  
*These elements must already exist. If not then fill out the corresponding form for the element needed and that will give you the element needed plus a new index.*
5. The person preparing the request should **print** their **name** and **sign**.
6. **Dept. Head/Director/Dean** name and signature.
7. Submit request to **Sponsored Projects Accounting** if the associated fund is sponsored award- **MSC SPA** otherwise submit request to **Accounting and Financial Reporting MSC AFR**.

Routing	
<input type="checkbox"/>	Restricted Fund to MSC SPA
<input type="checkbox"/>	Unrestricted Fund to MSC AFR

**NEW MEXICO STATE UNIVERSITY  
NEW INDEX REQUEST**

*If you are changing a FOAPAL element on an existing index, then fill out the "Index Change Request"*

**1 . Index Title:** \_\_\_\_\_  
*(35 Characters)*

**2 . Effective Date:** \_\_\_\_\_

**3 . Purpose of New Index:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4 . This New Index is associated with the following:**

Fund #:	_____	Fund Name:	_____
Org #:	_____	Org Name:	_____
Program #:	_____	Program Name:	_____
Activity #:	_____	Activity Name:	_____
Location #:	_____	Location Name:	_____

**5 . Prepared by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**6 . Date:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**7 .Dept. Head/Director/Dean:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**OGC Use Only**

Existing Restricted Grant Number: \_\_\_\_\_

OGC #: \_\_\_\_\_

**Business Office Use Only**

Index Assigned: _____	
Fiscal Monitor: _____	Date: _____
Processed by: _____	Date: _____