

## New Non-Hiring Organization Request

This form may be used to request new unofficial non-hiring organization code. These new organizational values will be used for budgetary tracking. Submit to **Accounting and Financial Reporting MSC AFR**.

1. Enter the **Title** of the new organization. – *No more than 35 characters long.*
2. Enter the name of the **responsible person** or Financial Manager for this new organization. *This is usually the department head of the principal investigator.*
3. Enter the **Effective Date** of this new organization. This should be the first day of the calendar of the current month unless this organization code is attached to a restricted fund. Then the date should be the effective date of the fund.
4. Enter the **Predecessor Organization** number and name. This value is available on the web at <http://eprint.nmsu.edu/cgi-bin/eprint.cgi> - (**use your PBAN ID and logon and go to repository PBAN Finance and select FGRPRGH**)
5. Enter the **Purpose** of the new org.
6. Enter:  
**Fund #** and **Fund Name**  
**Program #** and **Program Name**  
**Activity #** and **Activity Name** (*if applicable*)  
**Location #** and **Location Name** (*if applicable*)
7. Enter the Name of the **Preparer**, and sign.
8. Enter the **Date**, **E-mail** address and **Phone Number** of the preparer.
9. **Dept. Head/Director/Dean** name and signature.
10. Submit your organization request to **Accounting and Financial Reporting AFR**.

**NEW MEXICO STATE UNIVERSITY  
NEW ORGANIZATION NUMBER REQUEST**

- 1. **Title** *(35 Characters)*: \_\_\_\_\_
  
- 2. **Financial Manager**: \_\_\_\_\_
  
- 3. **Effective Date**: \_\_\_\_\_
  
- 4. **Predecessor Org**: \_\_\_\_\_ **Predecessor Name**: \_\_\_\_\_
  
- 5. **Purpose of new org**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 6. **Associated:**  
  
Fund #: \_\_\_\_\_ Fund Name: \_\_\_\_\_  
  
Prog #: \_\_\_\_\_ Prog Name: \_\_\_\_\_  
  
Actv #: \_\_\_\_\_ Actv Name: \_\_\_\_\_  
  
Loc #: \_\_\_\_\_ Loc Name: \_\_\_\_\_
  
- 7. **Prepared by**: \_\_\_\_\_ **Signature**: \_\_\_\_\_
  
- 8. **Date**: \_\_\_\_\_ **E-mail**: \_\_\_\_\_ **Phone #**: \_\_\_\_\_
  
- 9. **Dept. Head/Director/Dean**: \_\_\_\_\_ **Signature**: \_\_\_\_\_

Note: A New Non-Hiring Org and New Index will be created with this form.

If you need a New Official Hiring Org, please fill out the:  
"Official Hiring Organization (Department) Request Form"

**Business Office Use Only**

Approved by: <i>(Controller or HR Director)</i> : _____	Date: _____
Organization Number: _____	Index Number: _____
Fiscal Monitor: _____	Date: _____
Processed by: _____	Date: _____