

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