

New Program Request

With the exception of the Physical Science Laboratory, all new program requests should be submitted to the Budget Office. New program requests for Physical Science Laboratory are to be submitted to Sponsored Project Accounting, MSC SPA.

1. Enter the requested Title of the new program.
2. Enter the Effective Date for the new program.
3. Enter the Purpose of the new program.
4. Enter the Fund and Org numbers and names. Enter the Activity number and name if appropriate.
5. Please indicate who this form has been prepared by and sign the hard copy.
6. Enter the date, email and phone number of preparer.
7. Signature approval line for Dept Head, Director or Dean. Enter date signed.
8. Submit request to **Budget Office, MSC 3AA**.

New Mexico State University New Program Request Form

1. Title: _____

2. Effective Date (mm/dd/yyyy): _____

3. Purpose of new program: _____

4. This program is associated with:

Fund #: _____

Fund Name #: _____

Org #: _____

Org Name #: _____

Activity #: _____

Activity Name#: _____

5. Prepared by: _____ Signature: _____

6. Date: _____ Email: _____ Phone: _____

7. Dept. Head/Director/Dean: _____ Date: _____

Business Office Use Only

Program Number: _____

Index Number: _____

Predecessor Program Number: _____

Fiscal Monitor: _____

Date: _____

Entered by: _____

Date: _____