

Term Index Request

This form may be used to request to term an index that will not require a replacement index. If a replacement index is needed, please fill out the "[Index Change Request](#)" form.

1. Enter the **Index Number** and **Index Title**.
2. Enter the **Purpose** for terming the index.
3. Indicate if the fund associated with this index will be terming as well
 - a. If yes, provided the fund number and the title.
 - b. Is this fund associated with other indexes? If yes, then the fund can't be termed.
 - c. Is the Fund balance zero?
4. Make sure that there are no pending documents on this index, or it can't be termed.
5. Enter the Name of the **Preparer**, and sign.
6. Enter the **Date**, **E-mail** address and **Phone Number** of the preparer.
7. **Dept. Head/Director/Dean** name and signature.
8. 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
 Restricted Fund to MSC SPA
 Unrestricted Fund to MSC AFR

NEW MEXICO STATE UNIVERSITY TERM INDEX REQUEST

***** THIS REQUEST IS ONLY WHEN THERE WILL BE NO REPLACEMENT INDEX *****

If a new index needs to be created to replace this one, then the "[Index Change Request Form](#)" has to be filled out.

1 . Index Number: _____ **Index Title:** _____

2 . Purpose for terming: _____

3 . Will the fund associated with this index be termed as well? YES NO *(If NO, go to question 4)*

If yes, what is the fund number? _____ Fund Title: _____

Is this fund associated to any other indexes? YES NO

If fund is associated to more than one index, it can't be termed.

Is the Fund balance Zero? YES NO

4 . Make sure that the index to be termed is not currently being used by the following.

E-Hires

Payroll

Requisitions

Open POs

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

Date: _____ **E-mail:** _____ **Phone:** _____

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

Business Office Use Only

Fiscal Monitor: _____	Date: _____
Processed by: _____	Date: _____