

Title Change Request

This form is to request a title change on an index, fund, non-hiring org, account, program and/or activity. All title changes take current effective date.

1. Enter the **Index** number
 - a. Enter the Current Title
 - b. Enter the New Title –*No more than 35 characters long.* If an index has the FRS number as part of the description this number will need to be included in the new title.
 - c. Enter the purpose for changing the title.

2. Enter the **Fund** number – *if the fund is a restricted fund please send form to **MSC SPA***
 - a. Enter the Current Title
 - b. Enter the New Title –*No more than 35 characters long.*
 - c. Enter the purpose for changing the title.

3. Enter the **Non-Hiring_Org** number
 - a. Enter the Current Title
 - b. Enter the New Title –*No more than 35 characters long.*
 - c. Enter the purpose for changing the title.

4. Enter the **Account** number
 - a. Enter the Current Title
 - b. Enter the New Title –*No more than 35 characters long.*
 - c. Enter the purpose for changing the title.

5. Enter the **Program** number
 - a. Enter the Current Title
 - b. Enter the New Title –*No more than 35 characters long.*
 - c. Enter the purpose for changing the title.

6. Enter the **Activity** number
 - a. Enter the Current Title
 - b. Enter the New Title –*No more than 35 characters long.*
 - c. Enter the purpose for changing the title.

7. Enter the **Preparer's** name
 - a. Sign
 - b. Enter the preparer's e-mail
 - c. Enter the preparer's phone number

8. **Dept. Head/Director/Dean** name and signature.

9. Submit your request to **Accounting and Financial Reporting MSC AFR**

New Mexico State University
Title Change Request
Route to Accounting and Financial Reporting MSC AFR

1 . **Index:** _____
Current Title: _____ New Title: _____
35 Characters
Purpose for changing title: _____

2 . **Fund:** _____
Current Title: _____ New Title: _____
35 Characters
Purpose for changing title: _____

3 . **Non-Hiring Org:** _____
Current Title: _____ New Title: _____
35 Characters
Purpose for changing title: _____

4 . **Account:** _____
Current Title: _____ New Title: _____
35 Characters
Purpose for changing title: _____

5 . **Program:** _____
Current Title: _____ New Title: _____
35 Characters
Purpose for changing title: _____

6 . **Activity:** _____
Current Title: _____ New Title: _____
35 Characters
Purpose for changing title: _____

7 . **Prepared by:** _____ **Signature:** _____
E-mail: _____ Phone: _____

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

Note: For a Title Change on Official Org, click the link below.
http://www.nmsu.edu/~boffice/official_org/org.htm

Processed by: _____	Date: _____
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