



Index Request

General purpose of the index

List the anticipated expense types (ie salaries & wages, fringe benefits, equipment, supplies, tuition support)

Explain how the index will be funded

Note: Funding must be in the index before any expenses can be charged. Exceptions to be approved by FSO. Gifts under \$1000 can be deposited into an existing departmental index.

If funding is from the Tech Fund, provide the MTF fund code and the expected amount of funds that will be transferred from the Tech Fund _____

List any restrictions by the donor on the use of these funds

Specify anticipated end date for the index OR ongoing _____

Suggested Index Title _____

Financial Manager Name _____

Financial Manager M# _____

Index requested by _____

Department Name _____

Return form to Accounts Payable at mtuap@mtu.edu

FSO use only

Index _____

Fund _____

Org _____

Program _____

Completed by _____