

Debit Worktag: _____

Credit Worktag: _____

Cost Transfer Explanation & Justification Form For Use with Sponsored and Special Funds Only

If transfer is made within 90 days of the original charge, answer questions 1 and 2; if over 90 days, answer all 4 questions.

1. Why was the expense originally charged to the account from which it is now being transferred? Include detailed information (date, account charged, amount, etc). *Include a copy of Detail statement or other documentation of original charge.*

2. Why should this charge be transferred to the proposed receiving account? Include the account number to charge.

3. Why is this cost transfer being requested more than 90 calendar days after the original charge? Attach any necessary supporting documentation.

4. What action is being taken to eliminate the need for additional cost transfers of this type?

Requestor's signature: _____

Printed name, title, and phone #: _____

Date: _____

NOTE: By signing above, requestor certifies that the cost to be transferred is an appropriate expenditure for the grant or contract charged and that the expenditure complies with the terms and restrictions governing that grant or contract.

Grants and Contracts Manager and/or PI

Signature: _____ Date: _____

Printed name, title, and phone #: _____

Grants Finance

Signature: _____ Date: _____