



COST TRANSFER DOCUMENTATION FORM

SECTION 1: IDENTIFICATION OF COST

Check one and attach appropriate documents.

Transfer of PERSONNEL COSTS (attach [Labor Distribution Form](#), [Timesheet Override](#), or [Revised Wage Agreement](#))

NOTE: Transfers of Personnel Costs for periods for which signed PARs are on file will not be processed

Transfer of NON-PERSONNEL COSTS (attach [Journal Voucher](#) and backup documentation for original charge)

JV # _____ Form Prepared by: _____ Ext. _____

SECTION 2:

ACCOUNTING

Transfer Charges

From Index

To Index

Transfer Charges

Transfer Charges

Complete the following section in the space provided. Attach additional pages if necessary.

SECTION 3: JUSTIFICATION FOR TRANSFER

Fully explain why the expense(s) was not originally charged to the correct project. Be specific regarding the circumstances that led to the charge posting to the incorrect index.

Fully explain how the expense(s) benefits the project to which the charges are being transferred.

I certify that the above-mentioned costs are appropriate charges to the project and project to which the costs are being transferred.

Principal Investigator on correct project: _____

Signature

Extension

*Complete SECTION 4 ONLY if you are requesting the transfer of expenses **OLDER THAN 90 DAYS**. Attach additional pages if necessary.*

SECTION 4: LATE COST TRANSFER REQUEST

Explain why the error was not identified and corrected within 90 days of the original posting.

Approved by:

Department Chair

Dean

Director, Research Accounting

Associate Vice President for Finance

For RA Use Only:

GA Review _____

Approved for Processing: _____

Date: _____