

COST TRANSFER FORM (For Federal Grants only)

Please attach to Journal Entry

These two questions must be addressed for every federal grant cost transfer

1. Why was the expense originally charged to the account from which it is now being transferred?
2. Why should this charge be transferred to the proposed federal account?

If transfer is made within 90 calendar days skip to approvals.

If transfer is made beyond 90 days, answer questions 3 & 4.

3. Why is this cost transfer being requested more than 90 calendar days after the end of the month containing the original transaction? (Attach any necessary supporting documentation)
4. How was the error discovered? What is being done to prevent this from recurring?

Requestor's signature: _____ (Principal Investigator)

Printed name, and phone no.: _____

Date _____

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

Grant Accountant Signature: _____ Date: _____

If questions 3 & 4 are applicable, the following approval is required:

Associate Dean of Faculty Signature: _____ Date: _____