

COST TRANSFER FORM
(For Federal Grants only)

Transfer Amount \$ _____
From Fund# _____
To Fund# 's _____
(for multiple allocations, refer to attached documentation)

These two questions must be addressed for every cost transfer.

1. Why was the expense originally charged to the fund from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving federal fund?

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 15th of the month following the accounting period of 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 or cognizant administrator)

Printed name, title and phone no.: _____

Date _____

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

Assistant Director of Grants Administration Signature: _____ Date: _____

If questions 3 & 4 are applicable, Financial Officer Approval is Required:

Cognizant Financial Officer

Signature: _____ Date: _____