

Cost Transfer Explanation and Justification Form

If a transfer is made more than 90 days after the original transaction or 60 days after the end date of the project, this form needs to accompany a hard copy of the journal voucher or should be scanned into extender if the journal voucher is completed electronically.

1. Why the original expense was charged to the account it is now being transferred from?
(Indicate the index and amount being transferred)

2. How does this expense being transferred benefit the index receiving the charge?
(Is it allowable, allocable and reasonable?)

3. Why is the cost transfer being requested more than 90 days (or 60 days after the end of the project) after the original charge?

4. What corrective action has been taken to eliminate the need for a delayed cost transfer in the future?

Requestor's signature: _____ (Principal Investigator/ Business Manager)

Printed name, title, and phone no. _____

Date: _____

Department Head/Director's signature: _____

Printed name, title, and phone no. _____

Date: _____