

OCG COST TRANSFER EXPLANATION AND JUSTIFICATION FORM

Reallocation From

Speedtype:
Sponsor:

Cost Center:
Principal Investigator:

Reallocation To

Speedtype:
Sponsor:

Cost Center:
Principal Investigator:

Amount:

Document Number:

1. Why was this expense(s) originally charged to the cost center from which it is now being transferred?

2. How will this expense benefit the project to which you propose to move it?

3. Why is this cost transfer being requested more than 90 days after accounting date of the original transaction?
Attach any necessary supporting documentation.

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

Signature of Principal Investigator

Date

By signing above, the 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 the sponsored grant or contract.

DBA Name/Signature
(only required if #3 is applicable)

Prepared By