

COST CENTER TRANSFER EXPLANATION

Cost Center Details	Reallocation From	Reallocation To
Speed Type:		
Cost Center String:		
Principal Investigator:		
Budget Start & End Date:		

Payroll		Non-Payroll	
Employee Name		Item description	
Paycheck # & pay period		Document #(s)	
Salary amount to transfer (fringe will be moved automatically):		Amount to Transfer	
eRAF(s) #		JE(s)	

Justification:

If transfer is made within 90 days of the effective date of the original entry, answer questions 1 and 2 only; if over 90 days, answer all four questions.

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?
If payroll, please describe the work performed. If non-payroll, please describe how the item was used.

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

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

PI Name & Signature

Date

***PI or delegate signature required. If delegate, please include delegation of authority form.**

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 & Date
(only required if #3 is applicable)

Prepared By

PLEASE CONVERT TO PDF DOCUMENT BEFORE UPLOADING INTO PEOPLE SOFT.

Please attach any files, such as GL-1074 to display balance, payroll report, original documents, and/or any supporting documentation as necessary to supply Office of Contracts and Grants (OCG) with the details to be able to complete the cost transfer request. Incomplete requests will delay the creation and posting of the cost transfer transactions.