



### **COST TRANSFER FORM**

Request to transfer Non-Payroll or Payroll Costs over 90 calendar days (Revised 11/01/2024)

|  |  |
|--|--|
| Transfer FROM – Award# / Smarttag# / Sponsor |  |
| Transfer TO – Award# / Smarttag# / Sponsor   |  |
| Accounting Date of Transaction               |  |
| Amount to be transferred                     |  |
| Employee Name (if for payroll)               |  |
| Employee Z# (if for payroll)                 |  |

1 - Why was this expense originally charged to the account, from which it is being transferred and why is it being transferred to the sponsored award? (An explanation that states to “correct a clerical error” or “transfer to correct grant” is not sufficient)

2 - To confirm the expense is allowable and allocable, please identify how the expense specifically supports and contributes towards the scope of work of the sponsored award that it is being transferred to.

3 - Explain the extenuating circumstance why the expense was not identified and corrected within 90 days.

4 - What specific, corrective steps or controls will be taken to mitigate future cost transfers of this type and eliminate the risk of future late cost transfers?



**REQUIRED SIGNATURES**

*Signature approval certifies that the cost to be transferred is an appropriate expenditure for the sponsored grant/award charged and that the expenditure complies with the terms and restrictions governing the sponsored grant/award.*

| PI Name   | Signature | Date |
|---|-----------|------|
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|   |           |      |
|   |           |      |
| College Business Manager / Unit Financial Manager | Signature | Date |
|   |           |      |