

# Cost Transfer Request

yes  no

Are you requesting a transfer more than 30 days after the date the original expense posted?  
If yes, the School's Dean or Director must sign.

yes  no

Is this a salary cost transfer request?  
If yes, the School's Dean or Director must sign.

Move To FOAPAL			Charge Amount	Move From FOAPAL			Credit Amount	Document Number	Document Description
Fund	Org	Acct		Fund	Org	Acct			
Total:									

## Transfer Justification

Must be completely filled out for cost transfer to be reviewed and approved

1. Why was the wrong project or account initially charged?
2. How does the expense benefit or relate to scope of work of project being charged?
3. Why is request being made 30 days original posting? (If Applicable)

## Required Approvals

Principal Investigator/Project Director: \_\_\_\_\_ Date \_\_\_\_\_

Signature required for salary transfer  
and non salary transfers over 30 day

Dean/Unit \_\_\_\_\_ Date \_\_\_\_\_

BY SIGNING THE PRINCIPAL INVESTIGATOR CERTIFIES THAT HE/SHE HAS READ AND UNDERSTOOD THE COST TRANSFER PROCEDURE,  
AND THE COST(S) BEING TRANSFERRED ARE AN APPROPRIATE EXPENSE FOR THE SPONSORED PROJECT.