

COST TRANSFER REQUEST FORM – INSTRUCTIONS

Section 1 – Identification of Cost

If the cost transfer is for **personnel costs** (salary and wages) enter the employee's name and J# and complete the following forms:

1. Personnel Action Form (PA) – per Human Resources policy.
2. Cost Transfer Form – per the Cost Transfer Policy. The PA should be attached to this form.

If the cost transfer is for **non-personnel costs** (e.g. supplies or travel), the following should be completed:

1. Identify the costs by circling the expense line(s) on the Funds GL Detail Expenditure report and/or the Funds AP Detail Expenditure report and attach to the Cost Transfer Request Form.
2. Identify the correct project and product, i.e. the project and product that benefited from the cost.

Section 2 – Justification for Transfer

Since the federal regulations assume that cost transfers are exceptions, it is imperative to appropriately justify in writing (1) the reason why the cost was not charged to the correct project and (2) how the cost benefits the project to be charged. This justification should include all fund numbers that are affected by the transfer. The justification should also be fully documented on the Cost Transfer Request Form and will serve as the audit source document.

The following are examples of **inappropriate** justifications:

1. To correct an error
2. Charged a sponsored project for a bulk purchase and are moving costs to the appropriate sponsored projects
3. Charged another sponsored project in anticipation of future funding
4. To move costs to a sponsored project with available budget

If an expense is being moved to a sponsored project, it is necessary to explain how that cost benefits the project. If the cost is typically considered an indirect cost (See [OGCA Cost Principles Policy](#)), additional justification must be provided as to why directly charging the expense to the project is appropriate.

Section 3 – EXCEPTION – Late Cost Transfer

Per Cost Transfer Policy, it is required that cost transfers be requested within 90 days of the original charge. Only in cases of exceptional circumstances will cost transfers be permitted more than 90 days after the original charge. Additional explanation is required here to document the reason for the lateness of the request. The department chair, the Dean of the College, the Vice President of the Division, and the Vice President for Finance and Administration must approve all Late Cost Transfers.

Section 4 – Certification

This should be the name and signature of the Financial Manager (P.I.) assigned to the 'To' project for which the expense is being transferred to (i.e. the correct project).