

# 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 Unit Director must also sign.

yes  no
 Is this a salary cost transfer Request?  
If yes, the School's Dean or Unit Director must also sign.

Move To FOAPAL			Charge Amount	Move From FOAPAL			Credit Amount	Document Number	Document Description
Fund	Org	Acct		Fund	Org	Acct			
Total:				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 over 30 days of original posting? (If Applicable)	

**Required Approvals**

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

Date

*Signature required for salary transfers  
and non-salary transfers over 30 days*

Dean/Unit Director: \_\_\_\_\_

Date

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