COST TRANSFER CHECKLIST AND JUSTIFICATION

All requests for cost transfers must include documentation that clearly indicates that the costs being moved to a project are directly related to the project scope, allowable by the project budget, and the expense is required to complete the terms of the sponsored agreement.

Complete this form, keep a copy with copies of original charge documentation.
If original charge is more than 90 days old, keep a copy in your office, and forward to RFS.

Project Speedtype transferred from: _____  Project Speedtype transferred to: _____
Account transferred from: _____  Account transferred to: _____
Amount to transfer: _____  Original Charge Vendor: _____
Amount of total original voucher or JE: _____  Original voucher/journal #: _____
Date of original charge: _____

FOR SPECTRUM USERS AUTHORIZED TO ENTER JOURNAL ENTRIES IN THE FINANCIAL SYSTEM

Date of request: _____  Date of transfer: _____  Journal ID: _____
Complete this section ONLY if entering the journal entry directly into the financial system.

Justification: _____

1. Are charges more than 90 days old? Yes  If yes, why was detection delayed? _____
2. Are original charges more than 1 year old? Yes  (IF YES, TRANSFER CANNOT BE MADE to a sponsored project.)
3. When was the issue discovered by the administrator/PI? _____  (Date)
4. What were the charges for specifically? _____
5. Why are the charges being transferred to a different account?
   Describe what happened and how. Not acceptable: “To correct an error”, “To transfer to correct project”, “Supervisor / PI instructed me to do it.” _____
6. How do the charges relate to the project receiving the expenses? _____
7. Are the charges:
   a. Allowable for this project? Yes  Allocable for this project? Yes  Reasonable for this project? Yes

PI signature: ____________________________

RFS signature (if original charge more than 90 days old): ____________________________