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 it's Unit Director must also sign.

| | yes ___ no   Is this a salary cost transfer Request?
                  If yes, the School's Dean or it's 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:								

Transfer Justification

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

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

Required Approvals

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

Principal Investigator/Project Director: _____   Date _____   Dean/Unit _____   Date

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