Cost Transfer Request Form

1. Actual Journal Entry
   a. What project and object code are you transferring from (credit) and what project and object code are you transferring the expense to (debit)

2. Details of cost to be transferred
   a. What actual expense are you transferring
   b. For example if a materials expense, what was the post date, reference #, and description of materials expensed

3. Justification
   a. Answer questions 1 & 2 as a justification for the transfer.
   b. Answer questions 3 & 4 if the transfer is being requested for an expense more than 90 days after the post date

   *** Please note transfers SHOULD not take place more than 90 days after the original post date

4. PI must sign transfer and submit to Sponsored Programs Administrator who will review and either approve and sign or return to the PI

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### Details of costs to be transferred:

<table>
<thead>
<tr>
<th>To GL # (debit)</th>
<th>From GL # (credit)</th>
<th>Post Date</th>
<th>Reference</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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### Justification:

1. Why was this cost transferred to the project from which it is now being transferred?
2. Why should this cost be transferred to the proposed receiving sponsored project?
3. If the request is for the cost(s) to be transferred is 90 days after the post date for the cost(s), explain why the correction was not made timely per Federal guidelines and ASC policy.
4. If the request for the cost(s) to be transferred is 90 days after the post date for the cost(s), explain what steps will be taken to assure that all costs transfers will be requested within the 90 day time period.

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Certification:
I certify that the above-mentioned costs are appropriate expenditure for the sponsored grant or contract charged and that the expenditure complies with the terms and restrictions governing the sponsored grant or contract.

Principal or for the “To account” or Authorized Designee (Name and Signature) Date

Approval:

Sponsored Programs Administrator Date

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For ASC Use Only: Director of Grants and Contracts Signature required. If transfer is 90 days past post date.