Clear All

Request for Cost Transfer

Please transfer expenses between accounts as follows:

From Fund Org Account Program	**Dollar Amount**	**To** Fund Org Account Program	**Purchase Order Number**	**Original Transaction Date**

1. Why was this expense originally charged to the account from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving account?

3. If this cost transfer is being requested 90 calendar days after the end of the month following the accounting period of the original transaction, please explain the delay and attach necessary supporting documentation.

☐ If the cost transfer is for a grant please check box to certify that the cost to be transferred is an appropriate expenditure for the sponsored grant and that the expenditure complies with the terms and restrictions governing that sponsored grant.

_____

Requestor's signature (budget manager for non-grants or principal Investigator / cognizant administrator for grants)

_____

Name **Title** **Phone Number** **Date**

(please print)

For Accounting Department Only