

## COST TRANSFER REQUEST FORM

As outlined in the University of South Alabama Cost Transfer Policy, this form must be completed when you are requesting to transfer expenses (costs) to a sponsored project. The instructions for completing this form are on the second page of the form.

**Section 1 – Identification of Cost: Check one and attach appropriate documents.**

- This is a transfer of personnel costs and the Personnel Action Form (PA) is attached.
- This is a transfer of non-personnel costs. The Funds GL Detail Expenditure report and/or the Funds AP Detail Expenditure report is attached with incorrect expenses circled. These expenses should be transferred to the following correct project: \_\_\_\_\_

**Section 2 – Justification for Transfer: Complete the following section in the space provided. Attach additional pages if necessary.**

- (a) Specifically, fully explain why the expense(s) was not originally charged to the correct project.
- (b) Fully explain how the expense(s) benefits the project.

**Section 3 – EXCEPTION – Late Cost Transfer Request: Complete this section in the space provided only if you are requesting the transfer of expenses older than 90 days. Attach additional pages if necessary.**

- (a) Explain why the error was not identified and corrected timely.
- (b) **Approved by:**

<hr style="border-top: 1px solid black;"/> <b>Department Chair</b>	<b>Date</b>	<hr style="border-top: 1px solid black;"/> <b>Vice President</b>	<b>Date</b>
<hr style="border-top: 1px solid black;"/> <b>Dean</b>	<b>Date</b>	<hr style="border-top: 1px solid black;"/> <b>Vice President for Financial Affairs</b>	<b>Date</b>

**Section 4 – Certification**

I certify that the above-mentioned costs are appropriate charges to the project and project to which the costs are being transferred.

**Principal Investigator on correct project:**

<hr style="border-top: 1px solid black;"/> <b>Printed name</b>	<hr style="border-top: 1px solid black;"/> <b>Extension</b>	<hr style="border-top: 1px solid black;"/> <b>Fax number</b>	<hr style="border-top: 1px solid black;"/> <b>Signature</b>	<hr style="border-top: 1px solid black;"/> <b>Date</b>
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# COST TRANSFER REQUEST FORM – INSTRUCTIONS

## Section 1 – Identification of Cost

If the cost transfer is for salary and wages (**personnel costs**) the following forms need to be completed:

1. Personnel Action Form (PA) – per Human Resources policy.
2. Cost Transfer Form – per the Cost Transfer Policy. The PA should be attached to this form.

If the cost transfer is for **non-personnel costs** (e.g. supplies or travel), the following should be completed:

1. Identify the costs by circling the expense line(s) on the Funds GL Detail Expenditure report and/or the Funds AP Detail Expenditure report and attach to the Cost Transfer Request Form.
2. Identify the correct project and product, i.e. the project and product that benefited from the cost.

## Section 2 – Justification for Transfer

Since the federal regulations assume that cost transfers are exceptions, it is imperative to appropriately justify in writing (1) the reason why the cost was not charged to the correct project and (2) how it benefits the project to be charged. This justification should be fully documented on this and will serve as the audit source document.

The following are examples of **inappropriate** justifications:

1. To correct an error
2. Charged a sponsored project for a bulk purchase and are moving costs to the appropriate sponsored projects
3. Charged another sponsored project in anticipation of future funding
4. To move costs to a sponsored project with available budget

If an expense is being moved to a sponsored project, it is necessary to explain how that cost benefits the project. If the cost is typically considered an indirect cost (See Direct and Indirect Charging Policy ), additional justification must be provided as to why directly charging the expense to the project is appropriate.

## Section 3 – EXCEPTION – Late Cost Transfer

Per Cost Transfer Policy, it is required that cost transfers be requested within 90 days of the original charge. Only in cases of exceptional circumstances will cost transfers be permitted more than 90 days after the original charge. Additional explanation is required here to document the reason for the lateness of the request. The department chair, the Dean of the College, the Vice President of the Division, and the Vice President for Financial Affairs must approve all Late Cost Transfers.

## Section 4 – Certification

This should be the name, phone number, fax number and signature of the Financial Manager assigned to the project the expense is being transferred to (i.e. the correct project).