

**COST TRANSFER FORM**

Supplier	PO/Invoice #	Project	Task	Award	Sponsor	LOC-Organization	Expenditure Category	Paid Date	Amount	From/To
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										T

All transfers require a justification that explains:

Why was the expense originally charged to the account from which it is now being transferred and why does the charge belong to the proposed receiving account?

Cost transfers more than 90 days old:

Why is the cost transfer being requested more than 90 days from when the original transaction was processed?

What action will be taken to eliminate the future need for cost transfers of this type? Is this action being taken?

Requestor's Signature:

Prepared by:	Date:	Approved By:	Date:
Reviewed by:	Date:	Input by:	Date: