

Cost Transfer Request Form

COST TRANSFER REQUEST- (For Transfers to a Sponsored Program Account)

CALIFORNIA STATE UNIVERSITY FULLERTON, Auxiliary Services Corporation

Per the ASC Transfer Policy, this form should be used when you are requesting to transfer expenses to an ASC Sponsored Program Account. **1**

	Project Number	Requestor	Date (requested)	Phone Number
To:(debit)				
From:(credit)				

Details of costs to be transferred:

To GL # (debit)	From GL # (credit)	Post Date	Reference	Description	Amount
2					

Justification: Transfers requested within 90 days of occurrence require that questions 1 and 2 are answered; transfers requested more than 90 days after occurrence require all 4 questions are answered. Please note that expenditure transfer should never take place more than 60 days past the project end date. Please attach additional pages if necessary. See attached instructions for guidance in completing these sections.

3	1. Why was this cost(s) charged to the project from which is now being transferred?
	2. Why should this cost(s) be transferred to the proposed receiving sponsored project?
	3. <i>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</i>
	4. <i>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.</i>

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

X **4** Principal Investigator for the "To account" or Authorized Designee (Name and Signature) Date

Approval:
X Sponsored Programs Administrator Date

For ASC Use Only: Director of Grants and Contract signature required if transfer is 90 days past post date.

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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