

## COST TRANSFER REQUEST (TO a Sponsored Programs Project)

CSU FULLERTON, Auxiliary Services Corporation

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

Name of Requestor	Date of Request	Phone Number

**Details of costs to be transferred:**

To Project # (debit)	Object Code #	From Project # (credit)	Object Code #	Description and Reference #	Amount
<b>TOTAL:</b>					

**Justification:** Transfers requested within 90 days of occurrence require that questions 1 and 2 are answered; transfers requested 90 days or more after occurrence require all four questions answered. Please note that expenditure transfers should never take place more than 60 days past the project end date. Attach additional pages if necessary.

1. Why were these costs charged to the project from which they are now being transferred?
2. Why should these costs be transferred to the proposed receiving sponsored project?
3. <i>If the request is 90 days or more after the posted date for the costs,</i> explain why the correction was not made timely per Federal guidelines and ASC policy.
4. <i>If the request is 90 days or more after the posted date for the costs,</i> explain what steps will be taken to assure that all cost transfers will be requested within the 90 day time period going forward.

**Certification:** I certify that the costs listed in this request are appropriate expenditures for the sponsored project to be charged and that the expenditures comply with the terms and conditions stated in the sponsor's award document.

X \_\_\_\_\_  
Principal Investigator or Authorized Designee for the "To project" (Name and Signature) Date

**OSP Approval:**  
X \_\_\_\_\_  
Sponsored Programs Administrator Date

**For ASC Use Only: Director of Sponsored Programs signature required if transfer is 90 days or more after the posted date.**

\_\_\_\_\_ Date  
Sydney Dawes, Director of Sponsored Programs