Cost Transfer Checklist

Minimum Requirements for submitting a

Non-Personal Services Cost Transfer

GC A Dept

☐ ☐ **Completed Cost Transfer Checklist** (included with the CT Submission)

Cost Transfer Form

☐ ☐ Section I: This Section has been completed correctly.

☐ ☐ Section I: Typed, not handwritten.

☐ ☐ Section III: Questions answered appropriately and fully explains the situation/error along with any steps to prevent the error from happening again.

☐ ☐ Section IV: All required signatures have been obtained.

Cost Transfer Non-Personal Services Reallocation Form

☐ ☐ Form has been completed and all chartfields are correct (Form is only required if all Chartfields do not fit on the CT Form).

Source Document(s) and Tally Sheet

☐ ☐ *If multiple expenses* are being moved, a **Tally Sheet** of all expenses amounts, totaled, that ties to the 'Direct Costs' amount at the top of the CT form.

☐ ☐ A copy of the source document is included with the CT submission.

- If multiple expenses are being moved, **number** each source document so that the expense can be tied to the 'Tally List' and the 'Detail Transaction Report' below.

Detail Transactions Report

☐ ☐ The CT submission includes a ***'Detail Transaction Report'*** for each expense showing which project/activity and account code the expense was originally charged to. This is obtained from the Management Report.

☐ ☐ The expense amount(s) to be moved have been circled / starred / highlighted (if only one item) or **numbered** (if more than one expense item).

Note: A Cost Transfer submittal will be returned if the above items have not been completed and/or included with the CT submittal.

Updated: 8/31/2022