Cost Transfer Checklist

Minimum Requirements for submitting an Exempt (Salary) Personal Services – PAR not Certified within 120 Days

GC A Dept.

☐ ☐ Completed Cost Transfer Checklist

Cost Transfer Form

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

☐ ☐ Section I: Typed (no handwritten chartfields or $'s accepted unless PI initials & Dates).

☐ ☐ Section III: Questions answered appropriately and fully explains the situation/error along with any steps to get PAR’s certified on-time in the future.

☐ ☐ Section IV: All required signatures, including the Vice President signature, have been obtained.

Printed copy of Certified PAR from ePAR

☐ ☐ PAR has been completed and certified per instructions and all chartfields are correct.

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

Updated: 12/2/2016