



Cost Transfer Checklist

Minimum Requirements for submitting a **Exempt (Salary) Personal Services – Certified PAR**

GCA 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 prevent the error from happening again.
- Section IV: All required signatures are obtained, including VP if more than 120 days.

Cost Transfer Payroll Reallocation Form

- Form has been completed per instructions and all chartfields are correct.

New Source Document(s) - Cost Transfer PAR Form

- Form has been completed per instructions and all chartfields are correct.

Original Source Document(s)

- A printed copy of the original certified PAR (from ePAR).

Detail Transaction Report

- The preferred 'EBT by Home Dept –Exempt Summry' FIL report is included in the CT submission. If another report is submitted, identify the report used:

- The expense amount(s) to be moved have been numbered, circled, or starred.

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