Cost Transfer Checklist

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

- 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 have been obtained.

  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.

Updated: 12/2/2016