Cost Transfer Checklist

Minimum Requirements for submitting a Non-Exempt (Hourly) Personal Services CT

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 Non-Exempt Timesheet Form

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

Detail Transaction Report

☐ ☐ The preferred ‘EBT by Home Dept –Non-Exempt’ FIL report is included in the CT submission. If a different 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.