



# Cost Transfer Checklist

## *Minimum Requirements for submitting a Non-Personal Services Cost Transfer*

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 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)**

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

**Detail Transactions Report**

- A 'Detail Transaction Report' for each expense is included in the CT submission.
- 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.