Cost Transfer Checklist

Minimum Requirements for submitting a Non-Personal Services Cost Transfer

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.