



# Cost Transfer Checklist

*Minimum Requirements for submitting an Exempt (Salary) Personal Services – PAR not Certified within 120 Days*

GC A 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 get PAR's certified on-time in the future.
- Section IV: All required signatures, including the Vice President signature, have been obtained.

## **Printed copy of Certified PAR from ePAR**

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

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