



# 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:  

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- 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.