Cost Transfer Checklist

Minimum Requirements for submitting a Non-Personal Services Cost Transfer

☐ □ 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 have been obtained.

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 ‘Detail Transaction Report’ is found in CIS -- Financial Information Library (FIL) -- ‘Cost Transfer’ Folder.

☐ □ The expense amount(s) to be moved have been numbered if more than one expense item, or circled or starred if only one item.

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