



Cost Transfer Checklist

Minimum Requirements for submitting a Non-Personal Services Cost Transfer

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 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.