COST TRANSFER JUSTIFICATION FORM

Date of Request:

Requestor Name:

PTA to transfer from:

PTA to transfer to:

Transaction Amount:

Item Description:

Mo-Yr original transaction posted to PTA:

INSTRUCTIONS: ANSWER ALL 4 QUESTIONS; OBTAIN INFORMATION TO ANSWER QUESTION 2 FROM THE PI.

1. Why was the expense charged in the first place to the account from which it is being transferred? Explain when and how the incorrect charge was discovered and who discovered it.

2. Describe the benefit to the receiving sponsored account (*i.e.*, what is the technical or scientific purpose of the charge?). If transferring to more than one project, explain the allocation methodology (*i.e.*, how were the percentages determined?).

3. What has been done to ensure that the incorrect charge does not repeat (e.g., for salary transfers the account has been corrected in LD or GFS)?

4. Is the transfer being processed in a timely manner (i.e., within 60 days of the end of the quarter in which the expense was incurred)? If not, provide an explanation for why it is late.