



COST TRANSFER REQUEST FORM

As outlined in the University of South Alabama Cost Transfer Policy, this form must be completed when you are requesting to transfer expenses (costs) to a sponsored project. The instructions for completing this form can be found at:

www.southalabama.edu/departments/financialaffairs/grantsandcontracts.

Section 1 – Identification of Cost: Check one and attach appropriate documents.

This is a transfer of personnel costs and the Personnel Action Form (PA) is attached.

Name of Employee: _____ J# of Employee: _____

This is a transfer of non-personnel costs. The Funds GL Detail Expenditure report and/or the Funds AP Detail Expenditure report is attached with incorrect expenses circled.

Expenses should be transferred to the following FOAPAL: _____

Section 2 – Justification for Transfer: Complete the following section in the space provided. Attach additional pages if necessary.

(a) Fully explain for each project why the expense(s) was not originally charged to the correct project.

From fund _____ To fund _____

Explanation:

From fund _____ To fund _____

Explanation:

(b) Fully explain how the expense(s) benefits the 'To' project for each change.

Section 3 – EXCEPTION – Late Cost Transfer Request: Complete this section only if you are requesting the transfer of expenses older than 90 days. Attach additional pages if necessary.

(a) Explain why the error was not identified and corrected timely. Also explain what measures will be taken to ensure these errors are detected more timely in the future.

(b) Approved by:

Section 4 – Certification

I certify to the best of my knowledge and belief that the expense is for the purposes and objectives set forth in the terms and conditions of the award.

Principal Investigator on the 'To' project receiving expenditure transfer:

Printed Name

Signature Date

FOR OGCA
USE ONLY:

COST TRANSFER REQUEST FORM – INSTRUCTIONS

Section 1 – Identification of Cost

If the cost transfer is for **personnel costs** (salary and wages) enter the employee's name and J# and complete the following forms:

1. Personnel Action Form (PA) – per Human Resources policy.
2. Cost Transfer Form – per the Cost Transfer Policy. The PA should be attached to this form.

If the cost transfer is for **non-personnel costs** (e.g. supplies or travel), the following should be completed:

1. Identify the costs by circling the expense line(s) on the Funds GL Detail Expenditure report and/or the Funds AP Detail Expenditure report and attach to the Cost Transfer Request Form.
2. Identify the correct project and product, i.e. the project and product that benefited from the cost.

Section 2 – Justification for Transfer

Since the federal regulations assume that cost transfers are exceptions, it is imperative to appropriately justify in writing (1) the reason why the cost was not charged to the correct project and (2) how the cost benefits the project to be charged. This justification should include all fund numbers that are affected by the transfer. The justification should also be fully documented on the Cost Transfer Request Form and will serve as the audit source document.

The following are examples of **inappropriate** justifications:

1. To correct an error
2. Charged a sponsored project for a bulk purchase and are moving costs to the appropriate sponsored projects
3. Charged another sponsored project in anticipation of future funding
4. To move costs to a sponsored project with available budget

If an expense is being moved to a sponsored project, it is necessary to explain how that cost benefits the project. If the cost is typically considered an indirect cost (See [OGCA Cost Principles Policy](#)), additional justification must be provided as to why directly charging the expense to the project is appropriate.

Section 3 – EXCEPTION – Late Cost Transfer

Per Cost Transfer Policy, it is required that cost transfers be requested within 90 days of the original charge. Only in cases of exceptional circumstances will cost transfers be permitted more than 90 days after the original charge. Additional explanation is required here to document the reason for the lateness of the request. The department chair, the Dean of the College, the Vice President of the Division, and the Vice President for Finance and Administration must approve all Late Cost Transfers.

Section 4 – Certification

This should be the name and signature of the Financial Manager (P.I.) assigned to the 'To' project for which the expense is being transferred to (i.e. the correct project).