Office of Research
UNIVERSITY OF CENTRAL FLORIDA

Non Salary Journal and Accounting Adjustment Explanation Form

Instructions: If the transfer is made within 90 days of the effective date of the original entry, only answer questions 1, 2 and 3. If it is over 90 days, answer all five questions. It is not necessary to complete a form for accounting adjustments if the adjustment is within the same grant.

1. Why was the expense originally charged to the Cost Center(s) and /or Grants(s) from which it is being transferred? (Required)

2. Why should this expense be transferred to the proposed Cost Center(s) and/or Grant(s)? (Required)

3. Are there any expenses in this request that include components or parts <$5k of an asset build? If yes provide, the grant number, asset build name, total cost, PJ # and the anticipated completion date and any related POs. (Required)

4. Is this expense transfer > 90 calendar days from the original transaction date (date expenditure was posted to the general ledger?) (Required)

5. What action is needed to eliminate the future need for expense transfers or corrections of this type? (Required)