UCF Cost Transfer Explanation Form

Off-Line Journal Number:_____

Answer questions 1 and 2 if the cost transfer is made within 90 calendar days. Answer all 4 questions if the cost transfer is over 90 calendar days. *If needed, please attach additional documents for explanation and justification. Please type or print.*

1. Why was this expense originally charged to the account from which it is now being transferred? (indicate the project or department number and the amount to be transferred)

_____

_____

_____

2. Why should this charge be transferred to the proposed receiving sponsored contract/grant account? (indicate the project number and amount to be transferred).

_____

_____

_____

3. Why is this cost transfer being requested more than 90 calendar days from the original transaction date (date expenditure is posted in the General Ledger)? (attach any necessary supporting documentation). _____

_____

_____

4. What action is needed to eliminate the future need for cost transfers of this type? Is this action being taken? _____

_____

_____

_____

Requestor's Signature (must be Principal Investigator or Cognizant Administrator) Date

_____

Printed Name and Title Phone Number

By signing above, requestor certifies that the cost to be transferred is an appropriate expenditure for the sponsored grant or contract charged, and that the expenditure complies with the terms and restrictions governing that sponsored grant or contract.

Signatures below are only required if cost transfer request is more than 90 days:

College, School, Department or Research Center Administrator

_____

Signature Date

_____

Printed Name and Title Phone Number

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Office of Research & Commercialization Approval

_____

Signature Name and Title Date

Revised: 5/26/2006