

Date:

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
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ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
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Request for cost transfer must be within 90 calendar days of initial charge, and occur in current Fiscal Year.

Comments – Provide reason for cost transfer, and how costs are allowable and allocable. If cost transfer exceeds 90 days of initial charge, explain why cost was charged incorrectly.

Approver for Department Charged:

Approver for Department Credited:

Signature _____ Date _____

Signature _____ Date _____

Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer affects restricted Ledger 5 accounts.

Department Chair:

Dean:

Signature _____ Date _____

Signature _____ Date _____

Principal Investigator:

Grants & Contracts Accounting:

Signature _____ Date _____

Signature _____ Date _____

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.

Accounting Office Use Only

Accounting Office Signature _____

Received _____ Date _____