

***1. What is the reason for the cost transfer?**

- Correction of an erroneously charged expense
- Reallocate estimated effort to reflect actual effort
- Other

Please provide a detailed statement (i.e. employee name; employee A#; pay period; invoice number; purchase order number; vendor; transaction date, etc.) explaining your selection and how the error occurred:

***2. What is the FOAP that the expense was originally charged to?**

***3. What is the FOAP that the expense is to be transferred to?**

***4. Is the cost transfer request being submitted within 90 days of the end of the calendar month that the expenditure posted?** Yes No

If no, please explain the extenuating circumstances:

***5. Please justify how the cost is necessary to the aims/goals of the sponsored project that it is to be transferred to:**

Department _____ PI Name _____

PI Signature _____ Date _____

Office of Budget & Planning _____ Date _____

Office of Sponsored Programs _____ Date _____

***Required Fields**

GCA Office Use Only:

Date Received _____

Completion Date _____ Accountant Signature _____