

Grant Cost Transfer Request

Move To FOAP			Charge Amount	Move From FOAP			Credit Amount	Document Number	Document Description
Fund	Org	Acct		Fund	Org	Acct			
Total:			\$0.00	Total:			\$0.00		

Transfer Justification	
Attach supporting documentation for the original charge (copy of invoice, copy of the transaction in Banner etc.)	
1. Why was the wrong project or account initially charged?	
2. How does the expense benefit or relate to scope of work of project being charged?	
3. What corrective actions have been taken to avoid this in the future?	
4. Why is request being made over 30 days from original transaction (If Applicable)	

Required Approvals	
BY SIGNING, I CERTIFY THAT I READ AND UNDERSTOOD THE COST TRANSFER PROCEDURE, AND THE COST(S) TO BE TRANSFERRED ARE AN APPROPRIATE EXPENDITURE FOR THE SPONSORED PROJECT.	
Principal Investigator/Project Director _____	Date _____
Dean/Unit Director _____ <i>(Signature required for salary transfers and non-salary transfers 30 days from original transaction)</i>	Date _____