

**College of Charleston
Grants & Sponsored Programs
Cost Transfer Request Form**

Date of Request:

Principal Investigator (PI):

Department / Grant Index / Fund:

Transfer From:

Transfer To:

As outlined in the Cost Transfer Procedure, this form must be completed when requesting to move an expense from the original posting index/fund to a sponsored project (in order to correct an error or to make an adjustment more than 90 days from the date of original posting date).

Explanation:

1) Why was this expense not originally charged to the sponsored project or grant?

2) Why should this charge be transferred to the proposed receiving Index or Fund?

3) What actions will be taken to prevent cost transfers in the future?

Transaction Details:

Amount to be transferred:

Original Transaction Date:

Description of the expense:

Name of Vendor / Individual / Employee:

If this is a non-payroll expense, indicate the type of transaction and identification:

P-Card – Card Holder Name:

Purchase Order #:

Invoice #:

Travel Voucher: (Name of Traveler, Dates of Travel):

Other:

Attachments:

Required for **ALL** Cost Transfer Requests:

- Banner print screen of where the expense was originally posted. Highlight the expense to be transferred.

As applicable, attach the following documents related to the original transaction or additional paperwork necessary to perform the transfer.

- Invoice
- Related correspondence
- Other related documentation as requested by the Grant Accountant

If the cost transfer is being requested more than 90 days after the original transaction date, please provide a detailed explanation as to why this transfer should be approved.

Required Signatures:

I hereby certify the cost to be transferred is an appropriate expenditure for the sponsored project/program being charged and the expenditure complies with the terms and conditions governing the sponsored grant or contract.

Principal Investigator

Date

Grant Accountant

Date