

Request for Cost Transfer

This form is required for cost transfers into a sponsored project account. In addition to this form, Attachment B is required for transfer of Labor Costs and Attachment C is required for transfer of non-Labor Costs
[Exclude transfer of costs into 9th ledger accounts and various sources discretionary accounts]
[Questions 3 and 4 are required for transfer of costs which exceed 90 days]
[Attach additional pages if necessary]

Cost transfer -- from Project-Sub-Year (prsy) account # \_\_\_\_\_
to Project-Sub-Year (prsy) account # \_\_\_\_\_
Total Amount of Transfer \_\_\_\_\_
Total Amount of Labor Cost Transfer \_\_\_\_\_
Total Amount of non-Labor Cost Transfer \_\_\_\_\_

- 1. Why was this expense originally charged to the prsy account from which it is now being transferred?
2. Why should this expense be transferred to the proposed receiving prsy account? (i.e. how are the costs associated with the receiving prsy account? Is the cost reasonable, allowable and allocable under the receiving prsy account?
3. Why is this cost transfer being requested more than 90 days after the transaction occurred?
4. What corrective action has been taken to eliminate the need for cost transfers of this type?

Requestor's signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

For RFCUNY use Only - Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Required if over 90 Days

By: \_\_\_\_\_
Project Administrator Date

BY: \_\_\_\_\_
Assistant Director Date