

# SPA COST TRANSFER COVER SHEET

JE Batch Number:

1. Department and project numbers you are moving the cost to and from:

<b>TO:</b> Department number	<input type="text"/>	Project number	<input type="text"/>
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<b>FROM:</b> Department number	<input type="text"/>	Project number	<input type="text"/>
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2. Date expense occurred or award received (whichever is later):

3. Why is cost transfer needed? *Please provide explanation of what did or did not happen.*

- Award notice received after project start date       Charge not corrected timely in Paymentnet system  
 EAF not processed timely       Other (describe)

4. When moving costs to or from a sponsored project, PI approval is documented via:

- Email (*attached*)       Other signed attachment

5. Is transfer within 90 days?  Yes  No

a. If you answered **No**, you must provide justification for the waiver of the 90 day rule.

Note: Cost transfers over 90 days old will be approved on an exception basis only by Sponsored Programs Accounting.

**Please provide a full explanation for each of the following:**

**1. how the error occurred**

**2. how the transferred cost directly relates to the specific objectives of the grant**

**3. what procedures will be implemented to prevent untimely transfers of costs in the future**

6. When cost transfer impacts operating accounts, please forward a copy of the coversheet and PI approval to the person in the College/Department with oversight over the operating budget.

7. Attach a copy of the the cost transfer entry, the original charge in Oracle, and source documentation (*EAF, ITS detail, timecards, invoice, receipt, etc.*)

JE prepared by: \_\_\_\_\_ Date \_\_\_\_\_

SPA approval: \_\_\_\_\_ Date \_\_\_\_\_

Print Form

If you need assistance with the SPA Cost Transfer Cover Sheet, please contact your SPA representative. Please submit the completed cost transfer packet to your SPA representative for processing.