



COST TRANSFER EXPLANATION & JUSTIFICATION

Today's Date: _____ PAVIR Account(s) to Transfer **From:** _____

Amount: _____ PAVIR Account(s) to Transfer **To:** _____

Date(s) of Expense(s): _____

Attach a PAVIR Account Detail report with the relevant expenditure(s) clearly marked.

- **If transfer is requested within 90 days of Accounting Transaction Date, answer questions 1 and 2; if over 90 days, answer all four questions.**

1. Why was this expense originally charged to the account from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving account(s)?

3. Why is this cost transfer being requested more than 90 days after the date of the original charge?

4. What action is needed to eliminate future need for cost transfers of this type? Is this action being taken?

By signing below, the Principal Investigator certifies that the cost to be transferred is an appropriate expenditure for the sponsored grant or contract to be charged and that the expenditure complies with the terms and restrictions governing that sponsored grant or contract.

Principal Investigator signature: _____ Date: _____

Contract & Grant Analyst signature: _____ Date: _____

If transfer request is more than 90 days of Accounting Transaction Date, the following is required:

Director of Sponsored Research signature: _____ Date: _____