

SPONSORED PROGRAMS COST TRANSFER CHECKLIST

1. JUSTIFICATION REQUIREMENTS (as applicable):

- _____ Description of the purpose of the expenditure(s). If payroll expenditure, then describe the work being performed by the employee.
- _____ Describe why items were not charged to the correct project originally.
- _____ If **over 90 days**, why was the error not identified in a timely manner? Why was an advance account not requested? Are monthly reviews performed?
- _____ High risk why are the items being **transferred from another sponsored project** and what controls are being put in place to ensure this does not occur in the future.

*Gl account code changes are excluded from the detailed justification requirements unless moving from one project to another.

2. ALLOWABILITY: (Does not need to be part of cost transfer justification)

- _____ Does project allow the cost?
- _____ Did cost occur within the Budget Period?
- _____ Has the project ended? Being applied to the correct project year?

3. VERIFY CASH CODES:

- _____ 111290 EDGEN, EDWCH, EDFEE
- _____ 111430 SPNSR, NONSP, FEDLN
- _____ 111490 SP490
- _____ 111700 SUAUX, MISCA, AUFEE, OUFND

4. REFERENCE COLUMN SHOULD READ:

TYPE OF EXPENSE	REFERENCE COLUMN (max 10 characters)
Payroll	Pay End Date (MM/DD/YYYY)
Tuition	Journal ID number
AP Expense	Voucher Number
SU Expense	Invoice #
Pcard Expense	Ref number
Concur Expense	Invoice #

5. DESCRIPTION COLUMN SHOULD READ:

TYPE OF EXPENSE	DESCRIPTION COLUMN (max 30 characters)
Payroll	Individual's Last Name, First Name
Tuition	Individual's First and Last Name
AP Expense	Vendor Name
SU Expense	Vendor Name
Pcard Expense	Vendor Name
Concur Expense	Vendor Name

6. BACKUP DOCUMENTATION REQUIRED:

- _____ PR Journal, attach epaf or explain why one is not needed.
- _____ PR Journal, payroll detail query.
- _____ CT Journal, query showing chartfield spread and expense of original posting.

**All backup documentation must also be attached to the cost transfer unless it is available in the system. Service Unit invoices may be required since they are not all accessible. 955xxx cost transfers excluded from this requirement.