

HHRI Cost Transfer Request Form

Policy

A cost transfer form is needed to facilitate the process of moving costs that have occurred in error to the appropriate cost center. *When a cost transfer is required, it must occur within 90 days of the original transaction, and be accompanied by a photocopy of the original document which generated the cost or a copy of the HHRI financial statements which clearly shows what charges are being moved.* In order for a cost to be moved to a sponsored account, an explanation why the transfer is needed must be included in the request.

This form must be completed and submitted to Grant Accounting for review, approval and implementation. All information must be completed in order to be processed.

Transfer Request

Original Account Number # _____ New Account Number # _____

Amount being transferred \$ _____

Month originally posted to financial statements: _____

Description of the Expense:

Explanation for why transfer is needed:

Requester Name: _____

PI Signature: _____

** Be sure to attach documentation for original cost (check request or photocopy of your financial reports with the charges being moved clearly marked).

**Forms and documentation can be submitted to AMcGlennen@hhrinstitute.org