

**HHRI Cost Transfer Request Form**

Policy

A cost transfer policy 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.* In order for a cost to be moved to a sponsored account, a brief 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 Original Cost \_\_\_\_\_  
posted to the FAS \_\_\_\_\_

Description of the Expense:

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Explanation for why transfer is needed:

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Requester Name: \_\_\_\_\_

PI Signature: \_\_\_\_\_

\*\* Be sure to attach documentation for original cost (check request or photocopy of FAS report).