

SPONSORED PROGRAMS COST TRANSFER CHECKLIST

1. **NO OLD FORMS** - Revision date of 5/30/2006

2. **JUSTIFICATION MUST INCLUDE:**

- _____ Direct benefit to new project
- _____ Why it was not charged to the correct project originally
- _____ 90 day explanation - If transaction posted more than 90 days prior to cost transfer date.

3. **ALLOWABILITY:**

- _____ Does project allow the cost
- _____ Did cost occur within the Budget Period
- _____ If project ended, was the cost anticipated on the final

4. **VERIFY CASH CODES:**

- _____ 111290 STATE, EDWCH
- _____ 111430 SPNSR, MISCD, HSPRM, RSOKC
- _____ 111701 CLNOP, CLNSP, SUAUX, MISCA

5. **REFERENCE COLUMN SHOULD READ:**

<u>TYPE OF EXPENSE</u>	<u>REFERENCE COLUMN</u>
Payroll	Month/Year (MM/YYYY)
Tuition	Journal ID number w/ SF typed immediately before
AP Expense	Voucher Number
SU Expense	Invoice # w/ the first three number replaced w/INV
Pcard Expense	Month of charge (PC MM/YYYY)

6. **DESCRIPTION COLUMN SHOULD READ:**

<u>TYPE OF EXPENSE</u>	<u>REFERENCE DESCRIPTION</u>
Payroll	Individual's First and Last Name (No commas)
Tuition	Individual's First and Last Name followed by the word tuition
AP Expense	Vendor name (no periods or commas)
SU Expense	Vendor Name
Pcard Expense	Vendor name (no periods or commas)

7. **BACKUP DOCUMENTATION REQUIRED:**

- _____ If SU, need support for ATA's and SUR.
- _____ If AP Expense, invoice must be attached.
- _____ If Pcard expense, must include a copy of the signed invoice(s).
- _____ If Payroll, **corrected** cost certifications must be attached.
(All backup documentation can be sent by e-copy as a pdf attachment)

8. _____ Must be approved by Business Manager or PI.

9. _____ Must be sent to Grants and Contracts - Acct (HSC) mailbox. Cost transfer must be in original Excel format to be processed. We cannot upload to PeopleSoft from a pdf file. Only one cost transfer per email.