



Submit to Grants Accounting
Questions? Contact the Grant Accountants
Sandy Ahne: 501-450-3409
Angela Haynie: 501-450-5012

COST TRANSFER FORM
For Federal/State/Private Grants and Contracts

Attach supporting documents

Description of expense(s):

Date Charged: Amount:

From Index-Acct #: To Index-Acct #:

Answer these two questions for each cost transfer.

1. Why were these expenses originally charged to the fund from which they are now being transferred?

2. Why should these charges be transferred to a different fund?

If the transfer is made within 90 calendar days of the original charge, skip to the Approvals section below.

If the transfer is made more than 90 calendar days after the original charge, answer questions 3 through 5.

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

4. What is being done to prevent this from happening again in the future?

APPROVALS

PI signature:

Printed name:

Phone:

Date:

NOTE: By signing above, requestor certifies that the cost to be transferred is an appropriate expenditure for the sponsored grant or contract charged, and that the expenditure complies with the terms and restriction governing that sponsored grant or contract.

Grant Accountant signature:

Date:

If questions 3-4 are applicable, the following additional approval is required:

Controller Signature:

Date: