

Please refer to the Office of Sponsored Program's Cost Transfer Policy and Procedure for additional information.

Original Transaction ID # Supplier Inv #, JRN #, etc.	Original Transaction Date Budget Date	From Cost Center Account Credit	To Grant Debit	To Spend Category	Amount Transferred	Cost Transfer Worktag
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Total \$

JUSTIFICATION

1. Provide a brief and detailed description of the expense(s) being transferred.
2. Describe how the expense(s) is allowable and directly benefits the receiving sponsored project award/grant.
If only a portion of the expense is
3. How did the error occur/why was the expense charged to a different account initially?
4. What steps are being taken to ensure that this error will not happen again?

This form along with copies of the original transaction documentation (i.e. P card receipts, travel vouchers, invoice, etc.) must be attached in Workday