

University of North Dakota
Cost Transfer Explanation & Justification Form
for Cost Transfers greater than 90 days

Last update: 11/5/12

Why is this cost transfer being requested more than 90 calendar days after the transaction posting?

What action is needed to eliminate future cost transfers of this type?

PI/Other Authorized Signature

Date

Printed Name

Department Chair/Manager's Signature

Date

Printed Name

Dean's Signature

Date

Printed Name

* **NOTE:** By signing above, the requestor certifies that the cost to be transferred is an appropriate expenditure for the sponsored project being charged and that the expenditure complies with the terms and restrictions governing the sponsored project.

Attach to the required Grants and Contracts Journal Entry form or UND Retroactive Distribution Request form.