Examples and Explanations
On the Cost Transfer Explanation and Justification Form, cost transfers require documenting the circumstances which produced the error leading to the cost transfer. There are numerous reasons why a cost transfer may be necessary. An explanation stating that the transfer was made “to correct an error” is not sufficient. Below are acceptable and unacceptable explanations for the most common cost transfers. If you have a nontypical cost transfer, please contact your Grants and Contracts Officer for guidance.

Acceptable Cost Transfer Explanations
Example: A clerical or transpositional error.
Explanation: I incorrectly charged project UND0012345 instead of project UND0054321. This was a data keying error that I noticed when the month closed and we reconciled our accounts.

Example: Costs benefit more than one project.
Explanation: The supplies purchased benefit more than project UND0012345, and 50% of the expense should be charged to project UND0054321.

Example: Department purchases supplies charged on a departmental purchasing card.
Explanation: Each project does not have its own purchasing card. Project UND0012345 should be charged instead of project UND0054321.

Unacceptable Cost Transfer Explanations: Insufficient information provided. Notice as illustrated below.
Explanation: I have an overdraft in project UND0012345 and would like to cover it with funds from project UND0054321.

Explanation: I have more funds remaining in project UND0012345. Please transfer expenses from project UND0054321 to project UND0012345.

Explanation: I charged the incorrect project. Please transfer expenditures from project UND0012345 to project UND0054321.

Explanation: I want to correct an error. Please transfer expenditures from project UND0054321 to project UND0012345.

Reports
PI Reports
Budget Transaction Detail
HE Actuals – run after the 15th and the end of each month.