

SEATTLE UNIVERSITY

Office of the Controller

Cost Transfer Justification Form

PI: _____ PI Phone: _____
Sponsor: _____ Award ID: _____
Preparer Name: _____ Preparer Phone: _____
Transfer from: _____ Transfer to: _____

If a cost transfer is made within 90 days of the occurrence, answer questions 1-3; if this is a late cost transfer which is over 90 days from the occurrence answer all 5 questions.

1. Salary Transfer? ☐ Yes ☐ No If yes, for whom?
Has this person certified their effort report for the period in which the transfer occurs? ☐ Yes ☐ No
2. Why was this expense originally charged to the account from which it is now being transferred?
3. Why should this charge be transferred to the proposed receiving sponsored agreement (grant budget) number?
4. Why is this cost transfer being requested more than 90 days after the occurrence of the date of expenditure?
(Attach any necessary supporting documentation).
5. What steps will be taken by you to eliminate future needs for late cost transfers of this type? Is this action being taken?

I acknowledge and certify that the cost to be transferred is an appropriate, allowable and allocable expenditure for the sponsored agreement charged and that the expenditure complies with the terms and conditions governing the award.

Principal Investigator/Project Director Date

Activity Manager (if different from the PI) Date

Grant Accountant Date