



**Questions to support cost transfer of salary. Please see Guidelines for processing cost transfers for additional information.**

Why was the payroll charged to the original account? if in error describe the error in full:

If the payroll is to be allocated between two or more projects, how was the allocation determined:

How does the payroll benefit the new project:

**If the transfer is for a prior or currently open effort reporting period, a copy of the corrected certified effort card must accompany the transfer.**

**If the original cost occurred 90 or more days ago the following two questions must be answered.**

Explain why the cost transfer request is late:

**Identify the action taken to eliminate the need for cost transfers of this type in the future.**

I certify that this request is consistent with the scope and objectives of the project(s) to be charged, and that the accounts will now reflect an appropriate allocation of expenditures:

PI Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_

Approval:

ORA: \_\_\_\_\_

Date \_\_\_\_\_