Boston College Cost Transfer Request for Sponsored Activities

Prepared By: **Date Prepared:**

Please attach copies of the original transaction documentation (invoice, p-card receipt and statement, expense report, etc).

PeopleSoft Transaction Date:

PeopleSoft Transaction Number:

Payee:

Cost Transfer Amount:

Original Chart String:

Chart String to be Charged:

All questions below must be adequately answered or the form will be returned to the Preparer.
If the justifications do not fit in the space provided, please attach the justifications.

1) Please explain how the error occurred and why the expense was allocated to the original chart string.

2) Please explain how the expense benefits the project chart string to be charged.

3) For Cost Transfer Requests initiated more than 90 days after the original charge, describe the steps that have been taken to ensure that future transfers of this type will be made in a timely manner.

NOTE: By signing below, the Principal Investigator certifies that the cost to be transferred is an appropriate expenditure for the sponsored project charged and that the expenditure complies with the terms, conditions and restrictions governing that sponsored project.

Approval Signatures

Principal Investigator: _____ **Date:** _____

Dean or Chairperson: _____ **Date:** _____
(Dean or Department Chair signature only for transfers initiated more than 90 days after the initial charge)

Office for Sponsored Programs: _____ **Date:** _____

Please attach copies of the original transaction documentation (invoice, p-card receipt and statement, expense report, etc.), and forward to the Office for Sponsored Programs.
ALL TRANSFERS SHOULD BE MADE WITHIN 90 DAYS OF THE ORIGINAL CHARGE