



Boston College: OSP Cost Transfer Form

Prepared By (please print): _____ Date Prepared: _____

PeopleSoft Transaction Date: _____ PeopleSoft Transaction Number: _____

Payee: _____ Cost Transfer Amount: _____

Original Chartstring: _____

Chartstring To Be Charged: _____

All items 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 written justifications.

- 1) This form is a request to move a cost that has been posted. Please explain why the cost should be moved and how that determination was made. For example, if the cost was incorrectly posted (an error occurred), please explain what caused the error, and how it was discovered.

- 2) If the posted cost is being transferred to another chartstring, please explain what makes the cost appropriate to the chartstring now receiving the cost (how it is allowable, allocable, and reasonable; and how the cost directly benefits the chartstring/project now being charged).

- 3) Is this cost transfer greater than 90 days from the original transaction date? Yes ☐ No ☐
If yes, please provide the extenuating circumstance(s) for the delay in processing the cost transfer.

- 4) What action will be, or has been, taken to prevent this issue from recurring?

Approval Signatures

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

Principal Investigator:

Print: _____ Signature: _____ Date: _____

Dean, Chairperson, or other Authorized Official:

(Signature only for transfers initiated more than 90 days after original transaction date)

Print: _____ Signature: _____ Date: _____

Office for Sponsored Programs:

Print: _____ Signature: _____ Date: _____

Please attach copies of the original transaction documentation (invoice, P-Card receipt or expense report, etc.), and forward to the Office for Sponsored Programs. A TDR may also be helpful.

ALL TRANSFERS SHOULD BE MADE WITHIN 90 DAYS OF THE ORIGINAL TRANSACTION DATE