

Semel Cost Transfer Justification Form for NPEARS

Submit this form to your fund manager. This form applies to all funding sources. If multiple FAUs are involved, you must complete one form per FAU change requested. You are required to complete each question before cost transfers will be processed.

Failure to properly justify the cost transfer will result in the action being **disallowed** during the review process.

Ledger Description:

Ledger Yr Month:

Trans ID GL:

Amount:

Move Cost FROM FAU:

Move Cost TO FAU:

Please complete the following questions (each section is limited to 254 characters):

How did the error occur and why is the transfer being requested? (If partial transfer, explain basis for proration and/or split.)

Who approved the transfer of funds? (i.e., PI)

How does the transfer benefit or impact the new funding source being charged?

Explain delay if transfer is: > 120 days after original transaction date, and/or > 90 days after the fund end date.

What steps have been taken to prevent reoccurrence?

Preparer Name:

Date:

Email Address:

Phone #:

Authorizing Signature for FAU Receiving Cost Transfer Required for All Actions:

I am requesting this cost transfer after review of the ledgers to correctly assign the expense to the appropriate funding source. I understand that I may only move this expense **one** time and will not request this expense to be transferred in the future.

PI Signature _____ Date

Fund Manager Signature _____ Date