

The Rockefeller University – Finance Office  
Cost Transfer Request – Other than Labor Costs

**FROM:**

Project	Task	Award	Exp Type	Org	Date	Amount	Description

**TOTAL** \_\_\_\_\_

**TO:**

Project	Task	Award	Exp Type	Org	Date	Amount	Description

**TOTAL** \_\_\_\_\_

Reason for Transfer:

- \_\_\_\_\_ Correction of a typing error in entering the PTAE0 string
- \_\_\_\_\_ Allocation of costs that benefit more than one project
- \_\_\_\_\_ Transfer of pre award costs from a department (university funded) holding account
- \_\_\_\_\_ Intra-departmental billing for internal services
- \_\_\_\_\_ Other \_\_\_\_\_

Provide detail for the reason selected above and please attach a copy of the monthly Summary and Transactional Report and clearly mark the costs that are to be transferred. **Note that unpaid outstanding commitments cannot be moved via a cost transfer request.**

**IF THE TRANSFER AFFECTS A FEDERAL (CCL or CCN) AWARD YOU MUST ANSWER THE FOLLOWING:**

Is the cost transfer being submitted within 90 days from the end of the calendar month in which the transaction appeared on the award?  
 \_\_\_\_\_ NO                      \_\_\_\_\_ YES

If no please provide the detail of the circumstances:

If the transfer requested is more than 90 days after the occurrence of the cost please provide the detail of what corrective action has been taken to eliminate the need for this type of cost transfer in the future. Note that federal guidelines state that cost transfers cannot exceed 90 days from the date of the original transaction.

**Approval by the Principal Investigator / or Head of Department is required :**

I certify that the charges indicated are correct and the costs are allowable and of direct benefit to the project:

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_