

**Cost Transfer Request: Payroll**

**University of Florida**

Journal Entry # \_\_\_\_\_

Date: \_\_\_\_\_

1. Why was this expense originally charged to the cost center(s) from which it is now being transferred?

2. Why should the expense be transferred to the proposed receiving project (i.e., how does the project benefit from the expense).

3. Is this cost transfer submitted within 90 days from the end of the calendar month in which the transaction first appeared?  Yes  No

If no, please explain the extenuating circumstances for this late transfer.

What corrective action has taken place to avoid this type of cost transfer in the future?

4. Has related effort already been certified through the University's effort certification system?  Yes  No

If yes, provide a detailed explanation of how effort was incorrectly certified.

5. Why are you making this payroll cost transfer? (chose one)

- CAS approval
- Correct error
- Late award
- Combination code delay (HRAC)
- Effort correction
- Other

I certify that the above information is true and accurate.

\_\_\_\_\_  
Department Chair or Principal Investigator Name

\_\_\_\_\_  
Department Chair or Principal Investigator Signature

Submitted By: \_\_\_\_\_  
Name Phone E-mail

