

Cost Transfer Request: Non-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? If no, please explain the extenuating circumstances for this late transfer.

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

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