

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 of the original charge? 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