

dhk Cost Transfer Form



Request for grant cost transfers must be completed within 90 days after the end of the month in which the transaction appears. Please attach copies of documentation (PS reports, invoices, etc). One transfer request per form.

Date: _____

Description	Original Transaction Date	PeopleSoft Account Code	Amount	Transfer To Debit Dept./PS#	Transfer From Credit Dept./PS#

Explanation of why expense was charged to the wrong department or grant / contract

Explanation of why expense should be transferred.

If applicable, explanation of why cost transfer is requested more than 90 days after the end of the transaction appears.

Signature of _____ Date _____

Signature of Representative _____ Date _____
This request has been reviewed and has been approved

Date Received: _____ Date Journal Entered: _____
 Notes: _____