



*Please Do Not Mail With Request*

## **INSTRUCTIONS FOR COMPLETING A NON-PAYROLL COST TRANSFER REQUEST**

Before you begin, you will need a **PDF version** of the 7062 report or the Summit report - in order to provide the transaction detail needed to complete this form. This form is NOT for transferring encumbrances or payroll. (Contact through Human Resources for payroll changes). **The 7062 report or Summit report in PDF version must be submitted with this form with all expense(s) highlighted in yellow.** Incomplete forms, forms without backup, or forms with insufficient justifications will be returned to the department. Please note filling out this form helps the University comply with Federal, State, and Sponsor regulations. If Processing an On-Line Journal Entry, skip section B and complete sections A, C & D.

- A.**
1. Speed Type  
The (DEBIT/CREDIT) speed type associated with the ChartString found in the ChartField Lookup.
  2. Project Grant #, Fund, Dept ID, Class Code  
The CREDIT Project grant #, Fund, Dept. ID, and Class Code associated with the account can be found on the 7062/Summit report and the DEBIT Project grant #, Fund, Dept. ID, and Class Code can be found in the ChartField Lookup. (If applicable).
- B.**
1. Transaction Account Code  
Transaction account code of the expense being transferred found on the 7062/Summit report.
  2. Original Transaction Date  
Original transaction date of the expense being transferred found on the 7062/Summit report. If listing multiple expenses from the same transaction account code on the same line then enter "Various".
  3. Transaction Description  
Transaction description of the expense being transferred found on the 7062/Summit report. If listing multiple expenses from the same transaction account code on the same line then put transaction account code description, or grouped by vendor as required by your Grant Accountant.
  4. Amount  
Amount of the item(s) being transferred found on the 7062/Summit report. If partial amount, then note this next to the item on 7062/Summit report.
- C.**
1. Justification #1  
Describe in detail what type of expenditures are being transferred. The descriptions are commonly vague, thus a more detailed description is necessary and describe in detail how the expense being transferred is applicable/benefits the project. Please attach additional pages if more space is required.
  2. Justification #2  
If more than 90 days have passed since the original transaction date, justification for the delay must be provided. If the justification is not accepted by the Controller's Office, the transfer will be charged to the PI's RTF fund. Please attach additional pages if more space is required.
- D.**
1. Preparer's Signature  
Signature of the person completing this form.
  2. Debit PI's Signature  
Signature of the debit Principal Investigator or the authorized signer for the Principal Investigator.
  3. Printed Name and Date  
Printed name and date of the debit Principal Investigator.
  4. Preparer's Printed Name and Phone #  
Printed name of the person completing this form and their phone number.
  5. Credit PI's Signature  
Signature of the credit Principal Investigator or the authorized signer for the Principal Investigator.
  6. Printed Name and Date  
Printed name and date of the credit Principal Investigator.