



# Sponsored Programs Finance Administration and Compliance

UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e .

## Cost Transfer Form

If you need assistance completing this form please contact your Post Award Specialist or spfac@louisiana.edu.

**Directions:** Complete and submit this form to SPFAC to transfer expenses to a sponsored project. This form is no to be use for transfer of residual funds from fixed price contracts.

REQUIRED PROJECT INFORMATION			
Principal Investigator:	Date of Request:		
Banner Transaction Date:	Cost transfer amount:		
Fund/Org/Account/Program of Original Transaction:	Fund/Org/Account/Program to Transfer Transaction To:		
Type of Cost			
This is a transfer of personnel costs. *Copy of approved PAF form must be provided.			
This is a transfer of non-personnel costs. *Copy of expense details from Banner must be attached.			
JUSTIFICATION FOR TRANSFER * attach additional pages if more space is needed			
1) Fully explain why the expense(s) was not originally charged to the correct project.			
2) Fully explain how the expense(s) benefits the project.			
3) How will you prevent this type of error from happening in the future?			
4) Is this cost transfer greater than 90 days from the original transaction date?      Yes      No If yes, please provide the extenuating circumstance(s) for the delay in processing the cost transfer.			
PRINCIPAL INVESTIGATOR'S CERTIFICATION AND APPROVAL SIGNATURES			
<i>By signing below the Principal Investigator certifies that the costs to be transferred is an appropriate expenditure for the sponsored project to be charged and that the expenditure complies with the terms, conditions, and restrictions of the sponsor.</i>			
PI Signature	Date		
<i>Below signatures are only required if transfer is more than 90 days after original date.</i>			
Department Head/Center Director	Date	Dean/VPR for Centers	Date
<i>Required signature for all cost transfers.</i>			
SPFAC Approval Signature	Date		

**SPFAC Use Only**

Approval Date:

PA:

RA:

JV No: