UNIVERSITY OF SOUTH CAROLINA

Cost Transfer Justification Form

PURPOSE

This justification form will help ensure compliance with Uniform Guidance along with University policy regarding cost transfers. In the event of an audit, the information provided below will be used to substantiate the adjustment. This form is required for any cost transfers that adjust expenditures involving sponsored project accounts (the USCSP Business Unit). Principal Investigator (PI) certification and approval is required for all cost transfer requests. Once completed, this form needs to be attached with required supporting documentation to the proper request (Payroll Retro, Expense Module Correction Form, JV eform, etc.). If this form is not included, the request will not be completed.

COST TRANSFER TYPE

- ☐ Payroll Retro Funding Change Request
- ☐ JV (payment through check/voucher)
- ☐ Expense Module (payment with pcard)
- ☐ Other

Original (incorrect) chartfield *:

Correct chartfield *:

** For payroll retro forms, "see retro form" may be listed if multiple projects/funds are involved in the request*

JUSTIFICATION

1. Please specify the transaction(s) being moved and how it directly benefits the sponsored project it is being moved to, if this is being moved to a USCSP account.

2. How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.

3. How will this type of error or situation be prevented from happening in the future?

CERTIFICATION

As PI, I approve this expense to be adjusted according to the fund(s)/project(s) listed above. I certify this expense is in accordance with the award budget as well as allocable and necessary for accomplishing the scope of work.

PI Signature: Date:	**PI Signature: Date:
Printed Name:	**Printed Name:

*** If adjustment impacts more than one PI*

The department accepts all audit risk associated with cost transfers. Questions related to this form should be directed to Grants and Funds Management.