

JUSTIFICATION FOR SPONSORED PROJECT COST TRANSFERS (OP 61.06)

This form is to be completed and accompany cost transfer entries involving a restricted fund (30 or 80 fund)

Instructions

A Cost Transfer (CT) is a journal entry that transfers or reassigns an expense from one fund to another fund. When this type of entry involves a restricted fund, this form must be completed and submitted to Sponsored Programs Accounting along with specific supporting documentation, a specific journal entry description and institutional approval to justify why the transfer is a necessary and appropriate charge to the project.

Required Information

Preparer Name: _____

Original Transaction Date: _____

Journal Voucher: _____

Original JV/Document #: _____

Department: _____

Transfer to Fund? _____

Date of Request: _____

Transfer from Fund? _____

Description

In order to strengthen transparency and provide a clear paper trail, the specific entry description format below is required and must be used before the entry will be approved and post to the general ledger.

CREDIT ENTRY FORMAT

Cost Txf (original JV #) to (the to fund)

EXAMPLE

Cost Txf SA180212 to 322693

DEBIT ENTRY FORMAT

Cost Txf (original JV #) fr (the from fund)

EXAMPLE

Cost Txf SA180212 fr 266012

Guidance

Separate Justification Forms Must Be Completed When Multiple Cost Transfer Entries Are Contained Within The Same Journal Voucher Involving Multiple Restricted Funds

Each Charge Must Be Transferred Individually (DO NOT Combine Charges)

Each Charge Must Be Transferred Using The Original Account Code (Account Code Reclassifications Completed Separately)

Justification: Cost transfer entries must include justification which fully explains and supports the necessity and appropriateness of the transfer. Please email the required supporting documentation in pdf format to SPA:

- 1) Copy of the journal voucher entry
- 2) Complete and detail answers to the questions below
- 3) Detailed Banner ledger or print screen from FGITRND reflecting the original charge
- 4) Copy of original receipt(s) and/or other forms of proof of purchase

1. **Explain in detail** what caused the expense(s) to be charged to an incorrect fund? ('clerical error' w/o explanation is not sufficient)

2. How is this expense(s) an allowable and reasonable cost and directly benefit the fund in which the charge is being transferred?

3. If a partial expense is being transferred, please explain in detail why this charge is being split.

***If the date of request is more than ninety days (90) after the original transaction date, answer the following questions.**

1. What were the extenuating circumstances which prevented this transfer from being processed in a more timely manner?

2. What corrective measures have been taken to prevent this type of delay (over 90 days) from reoccurring in the future?

Approvals (digital signatures accepted)

Principal Investigator Signature

Print Name

Date

Department Head Signature

Print Name

Date

SPA APPROVAL

Submit Form and Supporting Documentation to: spaccounting@controller.msstate.edu