

**Hobart and William Smith Colleges
Federal Grant Cost Transfer Request**

yes no

Are you requesting a transfer more than 90 days after the date the original expense posted in the accounting system?
If yes, the Provost must also sign.

Move To					Charge Amount	Move From					Credit Amount	Document Number	Original Charge Description*
Account	Fund	Dept	Program	MyRef		Account	Fund	Dept	Program	MyRef			
Total:						Total:							

* Attach a copy of the original charge in PeopleSoft and source documentation (EAF, timecards, invoice, receipt, etc.)

Transfer Justification

The justification must include the reason why (1) the wrong project or account was initially charged; and (2) the expense is now appropriate for the receiving project or account. If request is made more than 90 calendar from the date the original charge was posted in the accounting system, the justification must also include (3) the reason why the request was initiated more than 90 days after the charge posted to the accounting system; and (4) a description of what action will be taken to eliminate the future need for cost transfers of this type, including documentation of when the action will be taken.

Required Approvals

Principal Investigator: _____

_____ Date

Signature required for transfers over 90 days

Department Head
and/or Endowment
Administrator: _____

_____ Date

Provost: _____ Date

BY SIGNING, THE PRINCIPAL INVESTIGATOR CERTIFIES THAT HE/SHE HAS READ AND UNDERSTOOD THE FEDERAL GRANT COST TRANSFER POLICY, AND THE COST(S) TO BE TRANSFERRED ARE AN APPROPRIATE EXPENDITURE FOR THE SPONSORED PROJECT.

The Cost Transfer policy may be found at www.hws.edu

Send Completed Form to: Business Office, Attn: Clayton Dow