

UCLA Cost Transfer Justification for NPEARs and UPAYs

Submit completed form to Fund Manager with ledger or detail page attached. This form applies to **all** funding sources. You are required to complete each question fully before cost transfers will be processed. Failure to properly justify the cost transfer will result in the action being **disallowed** during the review process.

Please note that cost transfers older than 90 days are not allowed if the fund has expired.

Date Requested Contact Name Phone Email

Cost is FROM: FAU / Name Move cost TO: FAU / Name

Project Name Project Name

For Internal Use Only

Date Received by Fund Manager

Date Processed by Fund Manager

Requested Action UPAYs NPEARs Both

#1 Why is the cost transfer being made?

#2 Why was original cost charged to the fund in error?

#3 For UPAY, does transfer impact certified ERS report? if so, justify this change fully and update ERS.

#4 How was cost determined to belong on the FAU now being charged & how will the cost benefit FAU now receiving the charge?

#5 If over 120 days old, justify the delay in requesting the cost transfer.

#6 What steps have been taken to prevent reoccurrence?

#7 Authorizing Signature for FAU Receiving Cost Transfer Required for All Actions: (Electronic Signatures NOT Permitted)

I am requesting this cost transfer after review of the ledgers, and determination that this cost transfer is necessary to correctly assign the expense to the appropriate funding source. I understand that **I may only move this expense one time**, and I will not request additional cost transfers related to these expenses. **If payroll older than 120 days is being moved, the authorizing signature must be the PI or an authorized faculty member.**

Authorizing Signature

Authorizing Name & Title

Date