

**University of North Dakota**  
**Cost Transfer Explanation & Justification Form**  
**for Cost Transfers greater than 90 days**

Last update: 11/5/12

Why is this cost transfer being requested more than 90 calendar days after the transaction posting?

I incorrectly charged project UND0012345 instead of UND0054321. This was a data keying error that I notice when we reconciled our account. The project was not reviewed until now as individuals have not been in the office.

What action is needed to eliminate future cost transfers of this type?

We will be reviewing all charges on a monthly basis. If individuals are out of the office, the appropriate reports are being run and emailed to the PI for review.

  
\_\_\_\_\_  
PI/Other Authorized Signature


11-1-13  
Date

John Smith  
Printed Name

  
\_\_\_\_\_  
Department Chair/Manager's Signature

11-1-13  
Date

John Doe  
Printed Name

  
\_\_\_\_\_  
Dean's Signature

11-1-13  
Date

Jean Doe  
Printed Name

\* NOTE: By signing above, the requestor certifies that the cost to be transferred is an appropriate expenditure for the sponsored project being charged and that the expenditure complies with the terms and restrictions governing the sponsored project.

Attach to the required Grants and Contracts Journal Entry form or UND Retroactive Distribution Request form.