



GEORGE MASON UNIVERSITY
COST TRANSFER FORM

WHERE INNOVATION IS TRADITION

A cost transfer is a retroactive transfer of expenses to a federally sponsored project. See University Policy #4005 for more information.

Cost transfers less than 120 calendar days from the date of the original charge: complete questions on journal voucher or funding change reallocation request form. Cost transfers 120 calendar days or more from the date of the original charge* require a completed Cost Transfer Form attached to the journal voucher or funding change reallocation request form.

1- Why is the cost transfer being requested 120 calendar days or more after the date of the original charge?

Empty rectangular box for answer to question 1.

2- What action will be taken to prevent this type of delay from happening in the future?

(If transfer is due to a late award set up, please state and provide the date of award notification; transfers must be submitted within 60 days of notification)

Empty rectangular box for answer to question 2.

Requestor's Name Signature Date [box]

PI Name Signature Date [box]

Signature provides certification that the associated expense is an allowable and allocable expense for the receiving sponsored project and the information provided is accurate.

Senior College/Unit Official Signature Date [box]

OSP Director, Post Award Signature Date [box]

*The original charge date is the posting transaction date of an expense to the Banner financial system for non-salary charges and the pay period start date (effective date) for salary charges.