

AUTHORIZATION FOR LATE TRANSFERS

Section C Authorization for Late Transfers

Not required for Various Sponsor Accounts

Why is this transaction being requested beyond the 90 day threshold? Explain the delay.

Required Signatures

PI: _____
Date

Administrator: _____
Date

Department Chair _____
Date

Director of ORA _____
Date

Vice President for Research _____
Date

APPROVED

AMENDED

NOT APPROVED

TJU & TJUH COST TRANSFER REQUEST

Section A Transaction Detail	Date Initiated:	6/26/07
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FROM ACCOUNT	100-12345-6408	TO ACCOUNT	080-12345-6408-Z12345
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For transfers from a research grant to a non-grant account or a various sponsor account, are expenditures research related? YES NO

Employee Name <i>or</i> Vendor	Employee Number <i>or</i> Voucher Number	Transfer Time Frame <i>or</i> Invoice Date	Salary Amount <i>or</i> Invoice Amount	Fringe Amount
J. P. Morgan Chase	07-123456	1/11/2007	321.74	
Bio-Rad Laboratories	07-654321	1/12/2007	421.75	
J. P. Morgan Chase	08-123456	2/13/2007	65.09	
IDC-MMS	08-654321	2/14/2007	32.64	
TOTAL			841.22	

* Indicate exempt (E) or non-exempt (N) status and attach a labor distribution.

Section B Explanation and Justification	<i>Continue on back of form if additional space is necessary.</i>
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1. Why was this expense charged to the account from which it is now being moved?

These expenses were charged to a departmental account pending establishment of Dr. Jefferson's subaward from the University of Chicago. It was not possible to obtain an advance account due to lack of confirming documentation from the sponsor.

2. What makes the expense appropriate to the account now receiving the expense?

The expenses were used in direct support of the research project. At the time the orders were placed, a notation was made on the order form to indicate that the expense was related to the pending subaward. Copies of those departmental order forms are attached.

EXAMPLE

3. If this transfer corrects an error, what corrective action has been taken?

N/A

Section C Authorization for Late Transfers

Why is this transaction being requested beyond the 90 day threshold?

Late account establishment. *Explanation is valid if transfer is received in ORA within 30 days of establishment letter.*

Effort certification indicated the need for a credit adjustment. *Valid if received in ORA within 30 days of effort deadline.*

A delayed retroactive salary increase created the need for an adjustment. *Attach supporting documentation.*

All other explanations require a detailed justification and additional signatures on Page 2 of the cost transfer request.

Section D Signatures	<i>I hereby certify that to the best of my knowledge all expenses are appropriate to the grant being affected.</i>
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PI: _____	Other (as necessary) _____	_____
Date		Date
Administrator: _____	Prepared by: _____	
Date		Phone Extension _____

For Administration Use Only

<i>Approved by:</i>	<i>Approved by:</i>	<i>Processed by:</i>
Office of Research Administration	Finance: <i>required if transfer is over \$5,000 and debits a non-grant account</i>	Sponsored Programs Accounting Office