

# Cost Transfer Checklist

**Date:**

**Grant:**

**Were the following questions answered?**

**Yes      No**

## **Justification**

- Why was the expense not charged to the correct project originally?
- How does the expense directly benefit the receiving award?
  - Is the cost allowable, reasonable, allocable and consistently treated?
- If applicable, why is the cost transfer over 90 days?
- What corrective action has been taken to correct if systematic problem?

## **Documentation**

- Do we have a description of the expense to be transferred?
- Does the documentation include the date of the original charge?
- Do we have a copy of the charge to the original account?
  - Is the cost an original charge? (ensure it has not already been cost transferred)
- Is the invoice or receipt attached?
- If payroll transaction is a corrected QER or timecard attached?
  - Is there an authorized signature?
  - If not signed by the employee or PI, is there a suitable means form attached?
- Is the date that Post-Award received the cost transfer clear on the documentation?

## **Award Review**

- Did we check the start date?
  - If purchased before the start date do we have approval for pre-award spending?
- Did we check the end date?
  - If purchased towards the end of the grant, is there a continuation or did we document how purchases made at the end of the grant were beneficial to the scope of the project?
- Is the expense in the budget?
  - If not, do we have re-budgeting authority?
  - Is the expense allowable, allocable, reasonable and consistently treated?
- Did we already submit a financial report?

**Prepared by:**

**Approved by:**