

JUSTIFICATION FOR NON-PAYROLL COST TRANSFER

AS226

Request Information

Requested By	_____	Request Date	_____
E-mail	_____	Phone	_____
If equipment transfer, provide LSU inventory #	_____	Grant ID	_____

Justification

*Cost transfer must have justifications attached which fully explain the necessity of the transfer. Appropriate documentation must be attached (i.e. ledger sheet, journal voucher, etc.). The justification must answer the following questions:

1. Why is the transfer being done retroactively? Please explain how the error occurred.

2. What is the benefit to the grant being charged? Describe how the charge is a proper and allowable cost to the grant (include the sponsor's name and project title) to which the charge is being transferred.

**If the transfer is being processed over 90 days from the end of the month in which the original charge was recorded, please answer the following questions and obtain the additional signatures below:

3. What were the extenuating circumstances which prevented this transfer from being processed timely?

4. What corrective actions have been taken to eliminate future needs for cost transfers of this type?

Approvals

Principal Investigator*	Print Name	Date
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Department Head**	Print Name	Date
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Finance and Administration • Office of Accounting Services • Sponsored Program Accounting
240 Thomas Boyd Hall • Baton Rouge, LA 70803 • P 225-578-5337 • F 225-578-7217