

Form 1305 FR.15**Journal Staging Area - Cost Transfer Justification**

Revision Date 6/3/09

Department Preparer	
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Preparer Phone Number	
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Batch Name	
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1. What is the reason for the cost transfer?

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A. Correction of an erroneously charged expense |
| <input type="checkbox"/> | B. Allocation of costs that benefit more than one project |
| <input type="checkbox"/> | C. Transfer pre-award costs from a department holding account |
| <input type="checkbox"/> | D. Intra-/inter-departmental billing for internal services |
| <input type="checkbox"/> | E. Other |

Please provide a detailed statement explaining your selection and how the error occurred.

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2. Is the cost transfer being submitted within 90 days from the end of the calendar month in which the transaction appeared on the award?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If "No" please explain the extenuating circumstance.

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3. Please justify why the charge should be transferred to the proposed receiving award and explain the benefit to the receiving award.

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Name (Principal Investigator or delegated approver)	
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Organization	
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Position	
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Date	
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Fax form to 432-5837 Questions? Contact your GCFA representative or gca@yale.edu