

Form 1305 FR.16**Labor Distribution - Cost Transfer Justification**

Revision Date 1/4/07

Department Preparer

Preparer Phone Number

Batch Name

1. What is the reason for the cost transfer?

- A. Correction of an erroneously charged expense
- B. Transfer costs from a labor suspense account
- C. Transfer pre-award costs from a department holding account
- D. Reallocate estimated effort to reflect actual effort
- E. Other

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

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?

 Yes No

If "No" please explain the extenuating circumstance.

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

Name (Principal Investigator)

Organization

Position

Date