

Bates College - Government Funded Cost Transfer Form

Submit completed form to Sponsored Programs & Research Compliance at Coram Library, Rm 222A or sparc@bates.edu

PURPOSE OF TRANSFER

Cost transfers must be *timely*, must be *fully documented*, must conform to Bates College and sponsor *allowability standards*, and must be *approved* by the PI/responsible individual of each grant/funding source affected. (Please contact Theresa Bishop at x8375 if transfer request is over 90 days from original transaction date.)

Purpose of transfer: **Intra-Award Reallocation** **Close-Out** **Other**

Federal cost standards require the expense to be both allowable and allocable as a *direct cost* on the proposed receiving fund. Please describe (a) why this expense was originally charged as such, and (b) the purpose for the change:

TRANSACTION DESCRIPTION

Please indicate: **LABOR REDISTRIBUTION** **NON-LABOR EXPENSE**

Original Transaction Date	Original Transaction Amount	Document Code	(For Labor Redistribution) Employee Name	Amount to transfer

ACCOUNTING CODES and APPROVALS

TRANSFER FROM:

Fund	<input type="text"/>
Org	<input type="text"/>
Account	<input type="text"/>
Activity	<input type="text"/>

TRANSFER TO:

Fund	<input type="text"/>
Org	<input type="text"/>
Account	<input type="text"/>
Activity	<input type="text"/>

PI Name: _____ Approver Name: _____

PI Signature: _____ Approver Signature: _____

Date: _____ Date: _____

For Office Use Only:

Reviewed by: _____ Processed by: _____

Date: _____ Date Processed: _____

Feed No: _____