

Texas A&M University - Corpus Christi

Cost Transfer Form

FAMIS Transaction Description:	
Posting Date of Original Charge(s):	
Account From:	Account To:

1. Why was the expense charged to the account that it was originally posted to?

2. How does the receiving account benefit from the proposed transferred expenses?

3. If the cost transfer request is more than 90 days from the date of the original charge, explain the unusual circumstance that prevented the timely review, correction, and submission of the error.

Question 4 only applicable if this is a payroll cost transfer.
4. Was the effort previously certified in the Time and Effort system? Yes No If yes, explain what changed and why.

APPROVED:

Principal Investigator/Delegate Signature (no delegates if over 90 days)	Printed Name	Date
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**Supporting documentation for original expense must be attached to this justification form
(e.g. invoices, receipts, IDTs, etc)**