



Cost Transfer Policy

Transfer of Accounting Classification: Any transfers between functional expense categories must be communicated in writing to the Controller in the Business Office by an individual with authority and oversight of expenses within that department. Any cost transfers of accounting classification relating to grant spending shall be communicated by the Project Representative and approved by the Grants Manager prior to posting. Communication regarding reclassification of an accounting classification shall include:

- The Journal Entry # for adjustment
- The Vendor name, and Invoice Number (Where applicable)
- Justification for the reclassification
- Formal written approval

Cost transfers should be completed within 30 days of the original posting date. Cost transfers exceeding this time frame will require approval by the Controller and documentation detailing the reason for the delay.

Transfers between functional areas, or departments: Any cost transfers between projects or accounting centers without congruent authority shall require formal written approval from the department or project the expenditure is being transferred into, in addition to adhering to all policies noted above.