

TEMPLATE	SOURCE	CATEGORY	BATCH NAME	ACCOUNTING DATE	TRANSACTION DATE	COA STRING/PTAEO	DEBIT AMOUNT	CREDIT AMOUNT	DESCRIPTION	REFERENCE1
CTX001	COSTTRANSFER_DC	SPUD_ADJUSTMENT_DC	ABeaupre061708A	06/17/08	04/18/08	501234.5000.B00123.7511A.119		100.00	Reverse Office Supplies	
CTX001	COSTTRANSFER_DC	SPUD_ADJUSTMENT_DC	ABeaupre061708A	06/17/08	04/18/08	30.119.368001.230500.0000.7511	100.00		Office Supplies	
CTX001	COSTTRANSFER_DC	SPUD_ADJUSTMENT_DC	ABeaupre061708A	06/17/08	05/01/08	501234.5000.B00123.7473A.119		654.00	Reverse Fisher Scientific	
CTX001	COSTTRANSFER_DC	SPUD_ADJUSTMENT_DC	ABeaupre061708A	06/17/08	05/01/08	505678.5000.L00987.7473A.119	531.00		Fisher Scientific - Lab supplies	
CTX001	COSTTRANSFER_DC	SPUD_ADJUSTMENT_DC	ABeaupre061708A	06/17/08	05/01/08	505678.5000.L00987.7035A.119	123.00		Fisher Scientific - Lab equipment	
<b>Justification</b>										
1) Why was this transaction(s) originally posted to the account from which it is now being transferred? <b>(Attribute 1-Required)</b>										
Charges were expected to be used solely on project 501234										
2) Why should the transaction(s) be transferred to the proposed account to be charged? How does this transaction benefit the project? <b>(Attribute 2-Required)</b>										
Office supplies were for department not specifically for a grant. Other charges are directly related to projects 505678 & 502954.										
<b>Complete #3 and #4 if transfer request is over 90 days from the date of the original transaction:</b>										
3) Why is the transaction(s) being transferred more than 90 days after the original date the transaction was recorded? <b>(Attribute 3- Required if creation date &gt;90 days from exp item date)</b>										
enter here (limited to 155 characters)										
4) What corrective action has been taken to eliminate future need for cost transfers of this type? <b>(Attribute 4- Required if creation date &gt;90 days from exp item date)</b>										
enter here (limited to 155 characters)										
Principal Investigator:					DATE					
Dean/Executive Officer:					DATE					
Office of Sponsored Projects:					DATE					