

GEORGE MASON UNIVERSITY COST TRANSFER FORM

WHERE INNOVATION IS TRADITION

A cost transfer is a retroactive transfer of expenses to a federally sponsored project. See University Policy #4005 for more information.

Cost transfers less than 120 calendar days from the date of the original charge: complete questions on journal voucher or add comments to Banner Self Service reallocation. Cost transfers 120 calendar days or more from the date of the original charge* require a completed Cost Transfer Form with the journal voucher for non-salary charges, or submission of a Cost Transfer Form to osppost@gmu.edu (and approval) prior to submission of a reallocation in Banner Self Service for salary reallocations.

1- Why is the cost transfer being requested 120 calendar days or more after the date of the original charge?

2- What action will be taken to prevent this type of delay from happening in the future? (If transfer is due to a late award set up, please state and provide the date of award notification; transfers must be submitted within 60 days of notification)

		Date
Requestor's Name	Signature	
		Date
PI Name	Signature	

Signature provides certification that the associated expense is an allowable and allocable expense for the receiving sponsored project and the information provided is accurate.

		Date
Senior College/Unit Official	Signature	
		Date
OSP Director Post Award	Signature	

*The original charge date is the posting transaction date of an expense to the Banner financial system for non-salary charges and the pay period start date (effective date) for salary charges.