

OHK Cost Transfer Form



Request for grant cost transfers must be completed within 90 days after the end of the month in which the appears. Please attach copies of documentation (PS reports, invoices, etc). One transfer request per form.

Responsible Person: _____

Date: _____

Description	Original Transaction Date	PeopleSoft Account Code	Amount	Transfer TO Debit Dept./PS #	Transfer From Credit Dept./PS #

Explanation of why expense was charged to the wrong department or grant / contract.

Explanation of why expense should be transferred.

If applicable, explanation of why cost transfer is requested more than 90 days after the end of the transaction appears.

Signature of Responsible Person

Date

Signature of OSPR Representative

Date

This request has been reviewed and has been approved

FOR OSPR USE

Date Received: _____

Date Journal Entered: _____

Notes: