

Late Cost Transfer LCTFORM

USEAs per the [Salary Adjustment & Cost Transfers Policy](#), this form must accompany each transfer request initiated more than 30 days after the end of the accounting month in which the transaction initially occurred. [Cost Transfer Timing Expectations](#) This form is necessary if the transfer charges a sponsored project including the projects BESS, PCTR, and OSA (with reporting requirements) This form does not apply to transfers within parent/sub projects or "various" funded projects. Complete this worksheet in its entirety and attach include requested backup documentation when routing for review/approval.

Journal Reference Information:

Non-Salary provide journal number Salary provide employee name, employee id, and period of adjustment

Non-Salary Adjust Rd98 \$.2 (.)]

EFFORT CONSIDERATIONS

Does this LCT adjust salary/effort? Yes No

If yes, will this impact any previously certified effort reports? Yes No

If yes, it is the DA's responsibility to work with the Central Effort Office to release and correct previously certified Effort Reports to receive recertification. Use space below to clarify why Effort Reports had been incorrectly certified: