

# Texas A&M System Sponsored Research Services Cost Transfer Request Justification

Revised 3/11/2015

Name/Vendor:

Original Posting Month of the Charge(s):

1. Why was the expense originally charged to the account from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving account?

3. If the cost transfer request is more than 90 days from the date of the original charge, explain the reason for the delay and what action is being taken to eliminate the need for future cost transfers of this type.

*Question 4 only applicable if this is a payroll cost transfer.*

4. Was the effort previously certified in TimeTraq or the Time and Effort system? Yes  No  If yes, explain what changed and why.

## APPROVED:

\_\_\_\_\_  
Principal Investigator Signature (no delegates if over 90 days)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Additional Signatures (if applicable):

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Supporting documentation must be attached to this justification form including system member transfer forms for payroll transfers or invoices for non-payroll transfers.**