



Request for PAYROLL Reallocation of Charges - Sponsored Programs

Requested By:		Box #:		Phone #:	
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Turn in completed form and supporting documentation to:

Research Related: Controller's Office, Box 5546

Non-Research Related: Payroll Office, Box 5564

Explanation: Justification must be given and supporting documentation must be supplied to support an audit trail. Be specific - expressions such as to "zero accounts" or "transfer charges" are unacceptable to auditors. Justification needs to include an explanation on how the transferred cost is reasonable, allocable, and allowable on the project.

Is transfer within 90 days from original transaction date? Yes No

If you answered **No**, please provide a full explanation and clarification of why this transfer is over 90 days from the original transaction date:

Clarification for reallocation beyond 90 days:

List each expenditure on a separate line. The reference should be payroll ID (FY16PR##) or Biweekly End Date (mm/dd/yyyy). Supporting documentation **MUST** be attached. Charges other than salary and wages should be reallocated on the Request for Reallocation of Charges form.

FROM								TO					
Reference	Employee ID	Fund	Department	Project / Grant	Account	Program Code	Amount	Fund	Department	Project / Grant	Account	Program Code	Amount

Request to reallocate charges beyond the ninety (90) day limit will require clarification and will only be approved under exceptional circumstances by the Contract & Grant Administrator and the Associate Controller.

Print Name of Account Manager or Authorized Signer

Signature of Account Manager or Authorized Signer Date

Division of Research (required for Funds 375, 378, 394, 395) Date

Controller's Office Date

For Transfers Over 90 Days Only

Contract & Grant Administrator, Division of Research Date
Questions? Call x-6486

Associate Controller, Controller's Office Date