

HARVARD UNIVERSITY



Cost Transfer Preparer and Approver Checklist

Step 1

Verify the situation is a cost transfer that requires a CT form (use the [Cost Transfer Summary Flow Chart](#)) and determined if the CT is over or under 90 day (Use the [Cost Transfer Calculator](#)).

Step 2

Ensure this CT request does not affect a confirmed final figure or a previously submitted invoice or financial report (verify via Financial Deliverables in GMAS) and the account is still active.

Step 3

Ensure the account to be debited is not overspent.

Step 4

If a CT is required, the following documentation must be completed:

Cost Transfer Request Form – Signed and dated by all designated signatories

Draft of an unbalanced journal (ADI or excel template) or AP Adjustment screen shot for equipment with proper CT naming convention ensuring that object codes match debit and credits and the correct PWP is assigned.

GL Transaction Listing (TL) of original charges (Transaction Listing with adjustments is not acceptable)

A brief description of the expense being transferred. For salary costs, include the name & the role of the individual on the project (budget justification or other supporting documentation).

Other Supporting documentation that supports allowability, allocability, and reasonable. If applicable, examples of other support could include:

Internal or external communication documenting the need for the transfer

Documentation of air travel costs from a non-federal account that complies with the Fly America Act (U.S. flag air carrier, Open Skies Agreement & lowest economy airfare)

Verification and documentation of how this CT meets the "Unlike Purpose and Circumstances Criteria" for costs generally treated as indirect costs (office supplies, meals etc.)

Vendor Justification form for purchases over \$10,000

Any non-salary expenses over \$25,000 must include suspension and debarment supporting documentation.

Documentation supporting specific Over-90-day Exception (e.g., copy of the Action Memo, correspondence between departments and central offices, etc.)

If not addressed in the Over 90-day Exception, include additional documentation to justify the late request.

Prior to submission ensure the following criteria have been met:

The description of cost and all attributes of the GL transaction listing match the draft of the unbalanced journal (including object codes, HUID, and period of work performed).

All supporting documentation is included for proper justification.

Ensure under audit, the CT package can stand-alone

Ensure the correct naming conventions have been used

After all approvals have been obtained

Process CT in the GL within 5 business days of approval date

Upload a copy to GMAS and/or retain a copy locally

Additional Considerations for Approvers

Ensure chart string(s) is valid

Ensure relevant action memo is within 45 days of receipt of CT

Ensure appropriate naming convention is used

Verify there are no negative lines in the journal

If applicable, verify fringe bypass is correct and no overhead lines are included

Ensure CT was processed within 5 business days of approval date

Approver Notes:

Department: _____

Debit Fund #: _____

Credit Fund #: _____

Amount of Debit: _____

Reason for CT:

Name of Preparer: _____

Name of Approver: _____

Date Received: _____ Date Approved: _____

Additional Notes: