

Cost Transfer Preparer Checklist

- (a) I have verified the situation is a cost transfer that requires a CT form (use the [Cost Transfer Flow Chart](#)).
- (b) The account to be debited is not overspent.
- (c) This CT request does not affect a confirmed final figure or a previously submitted invoice or financial report (verify via Financial Deliverables in GMAS).

Identify whether this CT is over or under 90 days (Use the [Cost Transfer Calculator](#) to select one).

Under 90

Over 90

The following documentation is required for all Cost Transfers, unless noted otherwise.

- (a) Cost Transfer Request Form – Signed and dated by all designated signatories
- (b) Draft or out of balance journal (or AP Adjustment for equipment) with proper CT naming convention
- (c) GL Detail Listing of original charges (Detail Listing with adjustments is not acceptable)
- (d) A description of the expense being transferred. For salary costs, include the name & the role of the individual on the project. For Over 90-Day cost transfers with the Late Action Memo exception, this is not required per the CT form.
- (e) An explanation as to why the CT is allowable, allocable, and reasonable. If you have additional supporting documentation to confirm allowability, allocability, and reasonableness, include this as well. For Over 90-Day cost transfers with the Late Action Memo exception, this is not required per the CT form.
- (f) If applicable, include support for air travel costs from a non-federal account comply with the Fly America Act (U.S. flag air carrier, Open Skies Agreement & lowest economy airfare).
- (g) If applicable, verify and document how this CT meets the “Unlike Purpose and Circumstances Criteria for costs generally treated as indirect costs (office supplies, meals etc.).

- (h) If applicable, any non-salary expenses (purchase goods and services) over \$10,000 must include a copy of the Vendor Justification Form.
- (i) If applicable, any non-salary expenses over \$25,000 must include suspension & debarment supporting documentation.

Additional documentation required for Over 90-Day Cost Transfers:

- (a) Documentation supporting the specific Over-90-day Exception (e.g., copy of the Action Memo, correspondence between departments and central offices, etc.)
- (b) If not addressed in the Over 90-day Exception, include additional documentation to justify the late request.

Ensure the following criteria have been met:

- (a) The description of cost and all attributes of the GL transaction listing match the draft journal.
- (b) All supporting documentation is included for proper justification.
- (c) Under audit, the CT package can stand-alone.