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.