ASU Knowledge Enterprise
Arizona State University

Non-Payroll Cost Transfer Request (CTR) ORSPA 510

INSTRUCTIONS: 1) Complete and print this form for non-payroll expenses that cannot be transferred to grants via the accounting adjustment mechanism, 2) Run the Workday task "Find Journal Lines", filter to locate the expense(s) to be transferred, and print to PDF, 3) Attach the PDFs to the Workday journal entry *as separate documents from all other supporting documentation*

Please refer to researchadmin.asu.edu > execute project > account monitoring > wi-ep-60 > cost transfers for detailed cost transfer instructions and training.

Original Transaction ID # *Supplier Inv #, JRN #, etc.*	Original Transaction Date *Budget Date*	Fr Cost Center / Account *Credit*	To Grant *Debit*	To Spend Category	Amount Transferred	Cost Transfer Worktag

JUSTIFICATION

1. Provide a brief and detailed description of the expense(s) being transferred.

2. Describe how the expense(s) is allowable and directly benefits the receiving sponsored project award/grant.
If only a portion of the expense is being transferred, describe the allocation method used.

3. How did the error occur/why was the expense charged to a different account initially?

4. What steps are being taken to ensure that this error will not happen again?

I hereby certify that these expenditures were incurred for the goals, objectives and benefit of the grant named and are appropriate and necessary to the performance of the project. In the event of a subsequent audit disallowance of this cost transfer for any reason, the Principal Investigator/Grant Manager agree to be responsible for handling this expense in a manner consistent with ASU policy.