

**EXPENDITURE TRANSFER REQUEST FORM – RESTRICTED FUNDS:**

All transfer requests for expenditures related to restricted funds (i.e. Sponsored Grant & Contract awards) must be submitted via this form to Sponsored Program Administration (SPA). An explanation for the transfer is required to facilitate the approval and completion of a journal entry; please also provide verification (i.e. Banner screen-shot, invoice) of transfer need. Per Federal guidelines, the transfer request must be submitted within 90 days of the expenditure posting to the Banner fund and prior to the grant/contract termination date. If the request is submitted after this period, an additional explanation for the delay must be provided.

RESET

**DEPARTMENT REQUESTING TRANSFER:**

**REQUESTOR NAME:**

<u>TRANSFER FROM:</u>							<u>TRANSFER TO:</u>		
<u>Index</u>	<u>Fund</u>	<u>End Date</u>	<u>Acct Code</u>	<u>Doc No</u>	<u>Date</u>	<u>Amount</u>	<u>Index</u>	<u>Fund</u>	<u>End Date</u>

**Explanation for Transfer Request:**

**Transfers to Federal or Federal flow-through Projects ONLY:** For expenses which may be considered questionable under Uniform Guidance/2 CFR 200 (office supplies, computers and related supplies and accessories, postage, etc.); please indicate relation and necessity to project.

**Explanation for Requests Over 90 Days:**

Requestor Signature Date

Department Approval\* Date

S/C/D Approval(if required)\*\* Date

SPA Approval Date

\*Required from department being charged if transfer crosses departments  
 \*\*Refer to S/C/D guidelines to determine requirement of this approval level