



# Grant Cost Transfer Request

Request Date: \_\_\_\_\_ Requested By: \_\_\_\_\_

Grant Name: \_\_\_\_\_

Grant #: \_\_\_\_\_ Grant Expiration Date: \_\_\_\_\_

### Transaction to be Moved

Transaction Date: \_\_\_\_\_ Document ID#: \_\_\_\_\_

Description: \_\_\_\_\_

Amount: \_\_\_\_\_

Why should grant be charged or not be charged for this expense? \_\_\_\_\_

\_\_\_\_\_

Why was expense not originally charged correctly & how will you prevent future cost transfers?

\_\_\_\_\_

Is form being submitted within 90 days of original transaction date?

Yes

No

<b>TRANSFER FROM:</b>
Amount:
Acct:
Fund:
Dept #:
Dept Name:
Program:
Class:
Project:

<b>TRANSFER TO:</b>
Amount:
Acct:
Fund:
Dept #:
Dept Name:
Program:
Class:
Project:

<b>TRANSER TO:</b>
Amount:
Acct:
Fund:
Dept #:
Dept Name:
Program:
Class:
Project:

\_\_\_\_\_  
Name of PI/Budget Manager

\_\_\_\_\_  
Signature of PI/Budget Manager

ORSP Approval

Budget Office Approval

Date Approved by ORSP

Date Approved by Budget

Please attach Grant Budget Activity Report that shows where expense was charged to the grant, if applicable.

Transfer requests submitted more than 90 days after the date of the original transaction may be denied.

Submit this form electronically via email to: [budget@ggc.edu](mailto:budget@ggc.edu)

Attach additional pages if needed to fully explain why grant should/should not be charged and why expense was not correctly charged originally.