Cost Transfers: What SPCS Looks For & Why

What?	Specific Considerations	Why?
Budget:	Account not over spent or up-to-date backstop	Cannot exceed current award amount without backstop
Dates:	Expense incurred within sponsored approved award dates	University and sponsor policies
Explanation:	Why transfer is needed – e.g., why on incorrect account?	Result of audit - Required for all transfer documents
Accounts Involved:	Sponsored to Sponsored: (sub)Federal to (sub)federal	Audit red flag between sponsored accounts
Amount being moved:	~ Whole expense or partial? ~ Removing deficit? ~ Spend out account?	~ Expense must reflect effort on or benefit to project. ~ Reason for transfer cannot be to remove deficit from one sponsored account to another or spend out an account. ~ Partial expense transfer may require explanation of cost allocation basis.
Allowability:	~ Per University, Sponsor, Federal policy ~ Included in approved budget, sponsor approval or adequate justification for internal approval	University and sponsor policies
Documentation:	Original document reference numbers	To meet proper accounting standards
Error Certification:	~ Required for non-timely transfers ~ Answer each question individually ~ Clear to individual not associated with project ~ Explain why error happened & how it won't happen again	Federal guidance for cost transfers and consistent treatment

For assistance with specific situations, contact your SPCS fund accountant: http://rgw.arizona.edu/directory/sponsored-projects-services or (520) 626-6000, sponsor@email.arizona.edu.