Grant Expense Transfer Form
(between funds)

1. Enter the Fund, Organization (Org), Program, Fund Banner Name, and Principal Investigator (PI)/Financial Manager’s name for the grant that you are processing a transfer from. This information can be found on the Grant Profile Sheet in the “New Grant” email you received from Theresa Orwell regarding the initial setup of the grant.

2. Enter the Fund, Organization (Org), Program, Fund Banner Name, and Principal Investigator (PI)/Financial Manager’s name for the grant that you are processing a transfer to.

3. Enter the account number and the account name that you are transferring expense from.

4. Enter the amount. If your transfer contains multiple accounts in the “From” or “To” column, please enter the amounts on the respective lines. (See example 2).

5. Enter the account number and the account name that you are transferring expense to.

6. Enter the amount. If your transfer contains multiple accounts in the “From” or “To” column, please enter the amounts on the respective lines. (See example 2).

7. Please answer the following list of questions. Your answers should be based on the terms of your grant and the scope of the research being conducted. If questions 2-5 cannot all be answered positively, an alternative FOAP will need to be found to transfer the expense to. If a grant fund is not available to transfer the expenses to, a restricted fund should be considered, followed by the general fund as a last resort.

8. Please explain the reason for your transfer.

9. The PI/Financial manager for the “From” fund and the “To” fund must both sign and date.

10. Attach supporting documentation and send to Grants Accounting for their review, approval, and processing.

Contact Grants Accounting for any questions you may have regarding the above form/instructions.
Example 1 - "From" & "To" Account

Grant Expense Transfer Form
(between funds)

From: 211123  Org: 141123  Program: 22
Fund Banner Name: YSU Grant Transfer Example
PI/Financial Manager Name: G. Accounting

To: 211125  Org: 141123  Program: 22
Fund Banner Name: Penguin Grant
PI/Financial Manager Name: P. Penguin

Account Number  Account Name  $ Amount
701110  Instructional Supplies  $500.00

Total $500.00

1. Is this fund over spent?  Yes [X]  No
   If so, by how much $

2. Is the expense allowable in the "To" fund?  Yes [X]  No
3. Is the expense allocable to the "To" fund?  Yes [X]  No
4. Is the expense reasonable in the "To" fund?  Yes [X]  No
5. Is the expense necessary to the "To" fund?  Yes [X]  No

Reason for transfer:

Barnes & Noble invoice #105 was incorrectly charged to grant 211123. Expense is for grant 211125. Please see attached invoice and email correspondence.

From PI/Financial Manager Signature:  Date: 

To PI/Financial Manager Signature:  Date: 

Send this completed document to grantsacct@ysu.edu with supporting documentation for review and approval.

Grants Accounting approval:  Date: 
Grants Accounting posted by:  Date: 
JE16 Document # J
Grant Expense Transfer Form
(between funds)

Fund: 211123  Org: 141123  Program: 11
Fund Banner Name: YSU Grant Transfer Example
PI/Financial Manager Name: G. Accounting

From:
Account Number  Account Name  $ Amount
701110  Instructional Supplies  $500.00
701110  Instructional Supplies  $250.00
701110  Instructional Supplies  $250.00
Total $500.00

To:
Account Number  Account Name
701105  Office Supplies
701110  Instructional Supplies

1. Is this fund over spent? Yes  No
   if so, by how much $500.00

2. Is the expense allowable in the "To" fund? Yes  No
3. Is the expense allocable to the "To" fund? Yes  No
4. Is the expense reasonable in the "To" fund? Yes  No
5. Is the expense necessary to the "To" fund? Yes  No

Reason for transfer:
Fund 211123 is overspent due to a purchase of instructional supplies. Please transfer the expense to fund 241234. See attached invoice and email correspondence.

From PI/Financial Manager Signature: __________________________ Date: ______________

To PI/Financial Manager Signature: __________________________ Date: ______________

Send this completed document to grantsacct@ysu.edu with supporting documentation for review and approval.

Grants Accounting approval: __________________________ Date: ______________
Grants Accounting posted by: __________________________ Date: ______________
JE16 Document #: __________________________