Grants Accounting

Grant Expense Transfer Form
(between funds)

From	To

Fund: _____ Org: _____ Program: ____   Fund: _____ Org: _____ Program: ____

Fund Banner Name: _____   Fund Banner Name: _____

PI/Financial Manager Name: _____   PI/Financial Manager Name: _____

Account Number	Account Name	$ Amount	Account Number	Account Name	$ Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
	Total	_____		Total	_____

Please answer "Yes" or "No" for questions 1-5. Answer questions 2-5 based on the terms of the grant and the scope of the research being conducted in the grant being transferred "To". If these questions cannot all be answered positively, an alternative FOAP will need to be found to transfer the expenses 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.

1. Is this fund over spent? _____
   if so, by how much $ _____
2. Is the expense allowable in the "To" fund?   _____
3. Is the expense allocable to the "To" fund?   _____
4. Is the expense reasonable in the "To" fund?   _____
5. Is the expense necessary to the "To" fund?   _____

Reason for transfer:

_____

"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 _____   Date: _____

by: JE16 Document #   J _____