



**GRANT EXPENDITURE TRANSFER FORM**

Revised 12/1/2019

Office of Research and Sponsored Programs  
Holthusen Hall 341  
<http://www.marquette.edu/orsp/>

**INSTRUCTIONS:** Use this form to transfer expenditures between two accounts, when one account is a **grant**. Please note that salary cannot be transferred using this form.

**Attach documentation to support the transfer** (a copy of the detailed expense report highlighting the expense to be transferred and/or copies of the receipt(s) describing the expense being transferred).

**Submit the completed form with attachments to [postaward@marquette.edu](mailto:postaward@marquette.edu)**

<b>FROM Account #</b>		<b>TO Account #</b>	
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NATURAL	PAYEE / VENDOR	INVOICE#	CHECK #	DATE PAID	AMOUNT

**REQUIRED:** Below, please provide justification to support the transfer (see examples on page 2 of this form). Describe what is being transferred and how it relates to the project/account receiving the charge. Also explain why it is necessary to transfer the charge from the original account and/or natural. Transfer requests without proper support will be returned unprocessed.

**If the charge is more than 90 days old,** please explain why it has taken so long to make the correction and what step has been taken to prevent this from happening again.

I certify that this request is consistent with the scope and objectives of the project and that the transfer reflects the appropriate allocation of expenditures for the grant funded project.

<b>Signature Releasing Charge (FROM Account)</b>	
Authorized Signer	Date

<b>Signature Accepting Charge (TO Account)</b>	
Authorized Signer	Date

ORSP	Date
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Comptroller's Office	Date
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### **Examples of adequately detailed justifications:**

Describe what is being transferred and how it relates to the project/account receiving the charge:

- Registration fee to National Science Foundation Conference to present research findings
- Airfare to Boston to conduct research with collaborator
- Two rats were needed for experiments
- Tubes are necessary to conduct research

Explain why it is necessary to transfer the charge from the original account and/or natural:

- Allowable pre-award costs. These charges were temporarily charged to departmental account pending the official award notification and account assignment. Now that an account number has been assigned for the award, all charges related to the project are being transferred to the grant account.
- All stockroom charges were purchased through the department and charged to each PI's grant account based on usage. Dr. XXX used two rats for his grant funded project. Transferring the cost of two rats from the department account to his grant account.
- Grant account does not have separate Visa/P card. The charges were purchased with the department Visa/P card which automatically posts to the departmental account. Transferring grant related charges purchased with the department VISA/P card to the grant account.

If the charge is more than 90 days, please explain why it has taken so long to make the correction, and what step has been taken to prevent this from happening again.

- Grant expense reports were not reviewed on a regular basis, so the error was not detected. PI will start reviewing his/her expense report on a monthly basis to ensure that all expenses charged to the account are accurate.