

## **Cost Transfer justification for sponsored projects**

**For Cost transfers involving Sponsored Projects/Awards, please complete the following information. Please attach completed form to the UGA Financial Management System GL journal entry in pdf format.**

For information about UGA's Cost Transfer Policy, please see link below:

<http://policies.uga.edu/Finance/Post-Award-Accounting/Cost-Transfer/>

**Please provide the date the error was discovered:**

**Please provide a detailed description of the charge:**

**Please explain why the charge was incorrectly made:**

**Please explain how the charge specifically relates to the sponsored project to which it is being transferred:**