

EMPLOYEE NAME:

T#

EMPLOYEE TYPE: Full Time: ' Part Time ' GA: ' Adjunct: ' Student: '

Payroll Month/Year to be reallocated:

Amount of Labor to be reallocated:

\$

FOAPAL to charge expense  
(move the expense to this account)

FOAPAL from which to move expense  
(take the expense charge from this account)

Index:

Index:

Fund:

Fund:

Org:

Org:

Account:

Account:

Program:

Program:

Activity:

Activity:

\*\*What action is being taken to eliminate future need for cost transfers of this type?

Preparer's name and position: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Principal Investigator's Name and Phone #: \_\_\_\_\_ Phone \_\_\_\_\_

Principal Investigator's Signature: \_\_\_\_\_ Date \_\_\_\_\_

If the transfer is less than 90 days, you may stop here. If the transfer is more than 90 day: