

JV # \_\_\_\_\_

## Cost Transfer Justification Form

Please review the [Cost Transfers on Sponsored Projects Policy](#) and provide a thorough justification for this journal voucher by answering the questions below.

What is the business purpose of the expense?

Why did the expense charge initially to the crediting fund?

Why does the expense belong on the debiting fund?

If the expense was incurred outside of the timeline specified in the [Cost Transfers on Sponsored Projects Policy](#), why was this transfer not done previously?

Ensure the following is also added to the JV:

Banner screens, showing the date and account where original charge was made.

Receipts and documentation for original expense