

Non-Payroll Expenditures Adjustment Request

Type	Journal No.
1 Entry 2	3 7
54	

(UFIN120:11/11 Revision)

Campus U.C. SANTA BARBARA	Department Name	
Date Prepared	Prepared By	Tel. Ext.

	FROM (Credit)					TO (Debit)					Description of Transaction	Document Date			Amount	GLO60 being Adjusted													
	L	Account	Fund	S	Object	L	Account	Fund	S	Object		Description on GL060	Mo	Dy		Yr	Mo	Yr											
	8	9	14	15	19	20	21	24	25	26	31	32	36	37	38	41	42	54	55	61	62	63	67	68	72	73	80		
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9																													
10																													
																								TOTAL					

- Question #1 below must be answered for all cost transfers.**
1. Explain why the expense was not originally charged to the appropriate fund and why the expense was charged to the account/fund from where it is now being moved.
- Contracts & Grants: Cost Transfers that include contracts and grants must answer in detail the additional questions below to be accepted for consideration for expense transfer(s). Supporting documentation is required and attach to the UFIN.**
2. Describe how the cost benefits the award to which the cost is being transferred to. What makes the expense appropriate to the account now receiving the expense?
 3. How does this cost contribute to achieving the project's objectives?
 4. What action is being taken to eliminate future need for cost transfer of this type?
 5. The cost is over 120 days from the original ledger month end date: Explain in detail the reason for tardiness and how it will be prevented in the future. Review the Escalation Procedure to determine if an Escalation Signature Form is required.

Department Certification and Approval **
 I Certify that the above listed adjustments are proper and correct charges and/or credits to the accounts/funds indicated and in accordance with University policy and agreements set forth in the fund sources involved.

	Dept	Approved By	Typed Name	Date	Tel Ext
DEBIT					
CREDIT					
ACCOUNTING OFFICE REVIEW				Retention: Orig.(Actg. copy)-5 yrs subject to contract & grant requirements Other copies - 0-5 yrs.	

**** For adjustments involving contracts and grants, certification and approval signatures must include that of the authorized principal investigator, department chair/head, or other academic official.**