

REQUEST FOR APPROVAL OF A DEPARTMENTAL COST TRANSFER REVIEWER

Submit this form to the Manager of Extramural Funds Accounting, UCSF, Box 0812

REQUIREMENTS

A Cost Transfer Reviewer must have duties which include financial management and control for the department. Upon approval of this request, the Cost Transfer Reviewer will be authorized to certify departmental approval of payroll and non-payroll expenditure adjustments affecting governmental funds. A Cost Transfer Reviewer must have a payroll classification of Administrative and Professional Series II or higher (i.e., Administrative Analyst or equivalent level), and must have received cost transfer training from the Extramural Funds Section of the Accounting Office. A Cost Transfer Reviewer must have duties which include financial management and control for the department. Documentation of that training should accompany this request.

PROPOSED DEPARTMENTAL COST TRANSFER REVIEWER

Name: Campus Address:

Payroll Classification: Campus Extension:

Class attended and date:

I would like to request that the person named above be designated a departmental Cost Transfer Reviewer and be authorized to sign all administrative certifications on Attachment E's for payroll and non-payroll transfers involving government funds. I certify that this employee meets the requirements for a Cost Transfer Reviewer listed above.

Chief Administrative Officer/MSO

UCSF Extension

Date

Department

Campus Address

(For Accounting Office Use Only)

Classification verified

Training verified

APPROVED - Manager, Extramural Funds