Late Cost Transfer Enforcement Program Department Process

Follow these steps for all PAYROLL and NON-PAYROLL expenditure transfers that meet the following criteria:

- Processed over 120 days after posting of original charges
- Results in a new charge (debit) to a Federal or Federal Flow-thru fund, OR to a competing project in the same fund (new competitive cycle, same fund)

1. Submit the Late Cost Transfer Policy Exception Request Form to the Compliance Unit, Controller's Office, Box 0897, by the 15th of each month.

- The requestor must ensure their request includes the required explanation and supporting documentation as detailed on the form.
- The Compliance Unit will notify the requester of the request status via email and will attach the **Late Cost Transfer Policy Exception Request Form** to the email.

2. For approved payroll expense transfers (PETS):

- Complete the PET.
- Attach the approved **Late Cost Transfer Policy Exception Request Form** to the PET.
- Submit the PET and approved form to the Compliance Unit, Controller's Office, Box 0897.

3. For approved non-payroll cost transfers:

- Prepare the 545 Online Journal in PeopleSoft.
- Attach the approved **Late Cost Transfer Policy Exception Request Form** to the journal.
- Submit the journal.
  - You must only use Source Code 545 for all cost transfers. Attempts to circumvent can lead to revocation of access rights to the PeopleSoft Journal process.
  - When a 545 Cost Transfer Journal for federal or federal flow-thru funds is processed that contains at least one line item that is beyond 120 days of its original posting, the system will display a warning message to the preparer and approver that the journal entry is not in compliance.
  - The journal will be routed to the Compliance Unit and Controller for approval. If the cost transfer has **NOT** been pre-approved, the journal will be denied.