



UNIVERSITY OF  
SAN FRANCISCO

(Rev. 05/2025)

Division of Academic Affairs  
Office of Sponsored  
Programs  
**Cost Transfer Request Form**

Date: \_\_\_\_\_

Please transfer amount of \$: \_\_\_\_\_

From FOAP: \_\_\_\_\_

To FOAP: \_\_\_\_\_

Date charge posted to the ledger (Submit a copy of the ledger showing the original expenses and supporting documentation): \_\_\_\_\_

Original Document Reference (Purchase Order, Requisition, Transaction Number, etc.): \_\_\_\_\_

Provide a detailed explanation supporting the allowability and allocability of the expense(s) being transferred to the receiving project. Clearly state why the transfer is necessary.

If the expense(s) being transferred are more than 90 days old, you must also:

- Explain the reason for the delay in submitting the correction, and
- Describe the actions or internal controls that have been implemented to prevent similar delays in the future.

Reason the expense was originally charged to the incorrect account:

Describe how this expense is related to the project receiving the charge:

Reason for delay in submitting this request (over 90 days):

If **Cost Transfer Request** not approved, charge to non-sponsored FOAP:

Signature of Principal Investigator

Date

OSP Use Only

Approved  
Disapproved

Initials:

Contact Name

Email

Extension

\*Completed form may be returned to the Office of Sponsored Programs via email to [grants@usfca.edu](mailto:grants@usfca.edu) or by campus mail.