

Appendix A:

**COLUMBIA UNIVERSITY
COST TRANSFER DOCUMENTATION TEMPLATE**

Cost Transfer Request Prepared By: _____

Employee: _____

Date of Cost Transfer: _____

Nature of Cost Transfer:

New Hire: Y/N _____ Reappointment: Y/N _____

Clear Suspense (please check one option below):

- Manual*
- Retro Salary Distribution*

Projects/Pay Dates Impacted:

Adjust Effort Reporting (please check one option below):

- Manual*
- Retro Salary Distribution*

Projects/Pay Dates Impacted:

For Retro Salary Distribution Transactions:

Effective Date of Revised Salary Distribution: _____

Existing Salary Distribution:

Revised Salary Distribution:

Justification:

Transfer Approved by PI(s): _____

Date of Discussion: _____

Additional Details:

Preparer's Signature: _____ **Date:** _____

Processed by: _____ **Date:** _____

Location Documentation Retained: _____