

Late Payroll Cost Transfer Request Form Policy Exception Request

General

Use this form to request an exception to the cost transfer policy when all of the following conditions are met:

- cost transfer of payroll expense
- debiting federal or federal flow-through funds
- greater than 120 days from the ledger month end date

Instructions

Submit a scanned copy of this completed form, completed UPAY 646-1, PPP5302, and other documentation as an attachment via e-mail to the Compliance Unit of Extramural Funds Accounting at cgahelp@berkeley.edu

Fund Attributes

Debit fund number Current debit fund balance Total debit amount of the transfer(s)

Reason for Exception Request

- Late sponsor notification of award (explain why a fund advance was not obtained) Chartstring correction (other than fund)
 Unanticipated change in fund number on a multi-year award Other extenuating circumstance

Justification for Exception

Departmental Contacts and Approvals

Originating Department Administrative Contact
 PI Email Address Admin Email Address

	Printed Name	Signature	Date
Principal Investigator	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chair or Director (if required or delegated by Dean or VC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dean or Vice Chancellor	<input type="text"/>	<input type="text"/>	<input type="text"/>

Controller's Office Review

- Denied: Justification was insufficient
 Denied: Cause was within control of the originating department
 Denied and transferred off federal funds Chartstring: _____
 Approved

Controller or Designee: _____ Date: _____

Date Processed: _____ Department Notified on: _____
cycle end date cycle email date