

Transfer of Expense Checklist

When preparing a journal to transfer an expense, review the transaction and the documentation provided to support it. Use the following checklist to guide you through the process:

Have you clearly shown:	Yes	No
The expense directly benefits the receiving PTA.		
The expense is allowable on the receiving PTA. (check RPH 3.6, Charging for Administrative and Technical Expenses)		
The expense is allowable on the receiving PTA (Administrative Charges policy).		
There are no restrictions which preclude this transfer (e.g., restrictions on travel or equipment).		
The expense was budgeted.		
The transaction meets all sponsor requirements.		
The transfer complies with all Stanford policies.		
The reason why the expense was charged incorrectly to the first PTA.		
The reasons for any delay in a timely processing of the transfer.		
Any systemic problems which might cause this problem to be repeated have been addressed.		

Any "No" answers on this checklist could result in delays or ultimately in the disapproval of the transfer.

Reminders:

- If the journal is allocating expense(s), ensure it complies with Guide Memo 38.1 **"Allocations and Offsets"**.
- If the transfer is "University Research", "cost sharing", or an "overdraft", the transfer must be into a designated cost sharing PTA.
- Journal transfers involving capital equipment GL's may not be permitted. (*refer to **Accounting for Capital Equipment** – scroll down to **Reclassifying or Transferring Capital Equipment Expenditures***).

Keep this standard in mind: Would an outside auditor reviewing this documentation three years from now understand this explanation?