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

Read further instructions and requirements

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			
Chair or Director (if required or delegated by Dean or VC)			
Dean or Vice Chancellor			

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

View Records Retention Information