

**APPENDIX 7: RETURN OF COST TRANSFER ONLY PAYROLL FORM**



DURHAM  
NORTH CAROLINA  
27708-0491

Office of Sponsored Programs  
705 Broad Street, Box 90491

Telephone (919) 684-5442  
Fax (919) 684-8377

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
Departmental Administrator

\_\_\_\_\_ Department \_\_\_\_\_ Box # \_\_\_\_\_

FROM: \_\_\_\_\_ Phone No. \_\_\_\_\_

REFERENCE: \_\_\_\_\_  
Name on Payroll Form

The attached Cost Transfer Only payroll form must comply with *GAP 200.150 Cost Transfers on Sponsored Projects* (internet address: <http://www.finsvc.duke.edu/finsvc/gap/> Accounting Procedures). It is being returned for the following:

- \_\_\_\_\_ Original Signature indicating Departmental Approval is missing.
- \_\_\_\_\_ Cost transfer is not timely. Please complete the Untimely Cost Transfer Justification section.
- \_\_\_\_\_ Does not provide the Dates of Transfer for the Cost Transfer.
- \_\_\_\_\_ Account Code is incomplete or illegible.
- \_\_\_\_\_ Credit/Debit percentages do not equal 100 per cent.
- \_\_\_\_\_ Salary stated on Cost Transfer Only form has been previously transferred.
- See JV \_\_\_\_\_, R3 Document No. \_\_\_\_\_
- \_\_\_\_\_ No funds were paid on the account code for the time frame indicated on the Cost Transfer Only form.
- \_\_\_\_\_ Amount of funds requested to be transferred is **more** than the amount actually paid for the time frame indicated on the Cost Transfer Only form.
- \_\_\_\_\_ GL Account requested to be transferred is different from the GL Account actually paid from.
- \_\_\_\_\_ Other \_\_\_\_\_

Please make the necessary adjustment to the payroll form, date and initial the changes and return it to the Office of Sponsored Programs, 705 Broad Street, Room 01, Box 90491. Please contact Debra Royster at 668-5861 or Linda Holman at 668-5862 if you have any questions. Thank you for your cooperation.