## Sponsored OTPS Cost Transfer Request Form GA130.10-OTPS

### Requestor

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<th>Requestor</th>
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### Principal Investigator (PI)

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### Organization Name (Dept.) of PI

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### Date

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### Remove from (Credit):

<table>
<thead>
<tr>
<th>Banner INDEX</th>
<th>Purchase Order Number/Other Reference Number</th>
<th>Banner Account</th>
<th>Original Date of Charge</th>
<th>Amount</th>
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### Apply to (Debit):

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Justification should address the following:

1. When did you discover the error? 

2. How did the error occur?

3. Describe the use of the charge to the project.

### If over 90 days

4. Why did it take more than 90 days to discover the error?

5. What will be done to ensure the delay does not occur in the future?
APPROVALS

I certify that the above information is appropriate and compliant with Yeshiva Cost Transfer policy.

Principal Investigator: ___________________________ Date: _______________________

If secondary Principal Investigator or Department Administrator approval is required

Principal Investigator/Department Administrator ____________________________ Date: __________

**FINANCE SECTION ONLY – Finance will coordinate the below approvals if required.**

Cost Transfers in excess of 90 days of the discovery of the discrepancy require the following approvals:

Manager: ___________________________ Date: _______ Director: ____________________ Date: _______

If University Funds are receiving charge (debit):

Budget Director: ___________________________ Date: _______________________

Once completed, email form and appropriate attachments to **RF.Postaward@einstein.yu.edu**