

Appendix A:

COLUMBIA UNIVERSITY  
COST TRANSFER DOCUMENTATION TEMPLATE

Cost Transfer Request Prepared By: \_\_\_\_\_

Employee: \_\_\_\_\_

Date of Cost Transfer: \_\_\_\_\_

Nature of Cost Transfer:

New Hire: Y/N \_\_\_\_\_ Reappointment: Y/N \_\_\_\_\_

Clear Suspense (please check one option below):

- Manual
- Retro Salary Distribution

Projects/Pay Dates Impacted: \_\_\_\_\_

Adjust Effort Reporting (please check one option below):

- Manual
- Retro Salary Distribution

Projects/Pay Dates Impacted: \_\_\_\_\_

For Retro Salary Distribution Transactions:

Effective Date of Revised Salary Distribution: \_\_\_\_\_

Existing Salary Distribution:

\_\_\_\_\_

Revised Salary Distribution:

\_\_\_\_\_

Justification:

Transfer Approved by PI(s): \_\_\_\_\_

Date of Discussion: \_\_\_\_\_

Additional Details: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Location Documentation Retained: \_\_\_\_\_