



**UNIVERSITY OF ALABAMA AT BIRMINGHAM
COST TRANSFER FORM**

REQ. NO.

**PTA OR ASBOF
TO BE CHARGED (DEBIT)**

**OBJECT
CODE**

**DEBIT
AMOUNT**

**ACCOUNTANT
APPROVAL**

**CREDIT PTA OR
ASBOF STRING**

**OBJECT
CODE**

**CREDIT
AMOUNT**

**ACCOUNTANT
APPROVAL**

QTY DESCRIPTION OF COST TRANSFER UNIT TOTAL

QTY	DESCRIPTION OF COST TRANSFER	UNIT	TOTAL

Is there sufficient documentation attached?

WHY IS THIS COST TRANSFER BEING DONE? _____

FOR QUESTIONS CONCERNING THIS REQUISITION, CONTACT:

NAME

PHONE NUMBER

BLDG.

RM NO

ZIP

DATE

DEBIT ACCOUNT APPROVALS:

REQUESTED BY (Required) DATE

Authorized Signature (Required <90 days) DATE

CHAIR (Required if over 90 days) DATE

DEAN (Required if over 120 days) DATE

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. How and why was it deemed appropriate to place the expense to the account from which you are now trying to move it?
2. How does the account to be charged benefit from the expense you are attempting to reclass?
3. If over 90 days, what factors contributed to the delay in determining that this charge should be reclassified?