

## GRANT EXPENDITURE TRANSFER FORM

Office of Research and Sponsored Programs

Holthusen Hall 341

<http://www.marquette.edu/orsp/>

**INSTRUCTIONS:** Use this form to transfer expenditures between two accounts, when one account is a **grant**. Please note that **salary cannot** be transferred using this form.

**Attach documentation to support the transfer** (a copy of the detailed expense report highlighting the expense to be transferred and/or copies of the receipt(s) describing the expense being transferred).

**Submit the completed form with attachments to [postaward@marquette.edu](mailto:postaward@marquette.edu)**

<b>FROM Account #</b>		<b>TO Account # REQUIRED:</b>			
<b>NATURAL</b>	<b>PAYEE / VENDOR</b>	<b>INVOICE#</b>	<b>CHECK #</b>	<b>DATE PAID</b>	<b>AMOUNT</b>

**Examples of adequately detailed justifications:**

Describe what is being transferred and how it relates to the project/account receiving the charge:

- Registration fee to National Science Foundation Conference to present research findings
- Airfare to Boston to conduct research with collaborator
- Two rats were needed for experiments
- Tubes are necessary to conduct research

Explain why it is necessary to transfer the charge from the original account and/or natural:

- Allowable pre-award costs. These charges were temporarily charged to departmental account pending the official award notification and account assignment. Now that an account number has been assigned for