

Cost Transfers Do's and Don'ts

DO

- Charge expenditures to the correct project ID when first incurred.
- Read the cost transfer policies at <https://www.rsp.wisc.edu/policies/costtransfer/index.html> and <http://www.bussvc.wisc.edu/acct/policy/processing/703polacnsptnongrant.html>
- Use the processes and tools available to change or split funding at time of purchase/posting.
- Correct errors as soon as detected and reconcile corrections.
- Avoid 90-day cost transfers (aka moving expenses after 90 days).
- Request a Project ID in advance of award for pending awards.
- Split allocable costs across multiple sponsored projects consistently.
- Provide clear, detailed justification statements.
- Perform ProCard edits in a timely manner.
- Carefully prepare paperwork – errors in project ID's, account codes, reference numbers, amounts, etc., will only delay transactions.
- Ask for help when needed.
- Reconcile expenditure postings monthly, especially salary postings.

DON'T

- Use federal projects as defaults for procard purchasing system. Instead use unrestricted funding.
- Use canned, copied over and over transfer justifications.
- Charge costs for pending projects on other sponsored projects (aka parking costs).
- Transfer costs from one sponsored project to another to eliminate a deficit.
- Transfer costs from one sponsored project to another to spend down a remaining balance.
- Apply all costs on one grant and then move some to another.
- Use the cost transfer tool to replace the inter-departmental billing process.
- Wait to fix an error!