

OSP Correcting Entry Request Form

Reference: Transfers-Policy Number 22102 <https://www.umsystem.edu/ums/policies/finance/transfers> This form **MUST** be used whenever an expense is corrected **ONE** year beyond the original date of transaction involving a sponsored project and submitted to OSP for correction. If transfer involves another project, all applicable PIs and their department chairs must authorize with signature.

Questions regarding transfer request:

Is this an allowable expense on the project? Yes No

Is this transfer being done to fully spend out the project? Yes No

Date: _____ Form Completed By: _____ Phone: _____

Reason for Transfer: (attach additional informaiton, if neccassary) Please ensure the explanation for transfer includes the following: **who, what, where, when, why** did it happen & the **corrective plan** to help address **how** this type of error will not happen in the future.

Chartfield Transferring From:

MoCode	Fund	DeptId	Project Number	Description
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Chartfield Transferring To:

MoCode	Fund	DeptId	Project Number	Description
_____	_____	_____	_____	_____

Required Signatures:

_____	Signature	_____
Principal Investigator-Printed		Date

_____	Signature	_____
Department Chair or Equivalent-Printed		Date

_____	Signature	_____
Second Principal Investigator (If applicable)		Date

_____	Signature	_____
Second Chair or Equivalent (If applicable)		Date

OSP APPROVAL

Comments: _____

_____	Signature	_____
OSP Administrator-Printed		Date

_____	Signature	_____
OSP Administrator-Printed (If applicable)		Date

Approved **Denied**

_____	Signature	_____
Vice Provost for Research/Desgnee-Print Name		Date