

GRANT & CONTRACT ACCOUNTING

Please forward to:
 Fiscal Compliance Team
 Grant & Contract Accounting
 Box 351122, Fax: (206)-543-0764

Prepared by	
Department/Box #	
Phone	
Date	

Please email GCA Transfer Help at gcatrans@u.washington.edu with any questions.

Request to Transfer Expenditures (RTE) for unallowable charges

1. **Please provide expenditure information.** (Attach additional sheets if necessary.)

- A. Budget Number originally charged.....
- B. Expenditure Description(s).....
(please be specific)
- C. Expenditure Code(s).....
- D. Posting date(s) FIN/FAS
- E. Date good/service rec'd/dates of travel.
- F. Requisition Number(s).....
- G. Reference Number/UW Tag Number(s)*
- H. Transaction Amount(s).....

*GCA will not process equipment transfers without a UW Tag #. Contact the Equipment Inventory Office (EIO) at (206) 543-4663 to tag equipment.

2. **Please provide transfer information/authorization**

	Budget Number	Budget Title	Authorized Signature
A. Debit			
B. Credit			

3. **Explain how the charge benefits the debit budget. Please be specific.** (Required when the debit budget is a grant or contract.)

4. **Explain how or why the expenditure was charged to the incorrect budget. Please be specific.**

5. **If this request is to transfer expenditures incurred more than 120 days in the past, then an explanation of why the transfer request is late is required. (Refer to Grant Information Memorandum (GIM) 15 for further information.)**

Deficit Transfer

1. **Please provide deficit transfer information**

Deficit Budget #	Deficit Amount	Transfer to Budget #	Deficit Type	Action Required
			<input type="checkbox"/> Final Deficit <input type="checkbox"/> Interim Deficit	<input type="checkbox"/> Close to Status 3

Authorized Signature

2. **Please provide deficit transfer authorization**

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For department BAR/BSR reconciliation after JV has been processed

	JV Number	JV Date	BAR Month
Please retain a copy for reconciliation purposes. JV copy will not be returned.			