MEMORANDUM

TO: Office of Sponsored Programs

FROM: NAME, DEPT

DATE:

SUBJECT: Transfer of Cost-Share Funds

For salary, operating, and/or equipment, please transfer $#,###:

From State Org org code # -7801 (Fund xxxxx)
To Cost Share Org org code # -7801 (Fund yyyyy)

For fringes, please transfer $#,###:

From State Org org code # -7802 (Fund xxxxx)
To Cost Share Org org code # -7802 (Fund yyyyy)

A budget change is attached to move the funds to the correct account codes within the cost share org code once the journal entry has been processed by Accounting and Financial Reporting.

Thank you for your assistance in this matter. Please call me at -xxxx if you have any questions.

Approvals:

Budget Unit Head
(Will forward original Memo and BC to OSP)

Name Date

OSP
(Will forward original Memo and BC to C&G Accounting)

Name Date

C&G Accounting
(Will forward copy of Memo and BC to Budget Office)

Name Date

Attachment: Budget Change Revised November 4, 2009