

Cost Transfers

E: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a uniform procedure for the processing of cost transfers.

This HSC OP will be reviewed on July 1 of each odd-numbered year (ONY) by the Director of Accounting Services, with recommendation for revisions forwarded to the Executive Vice President of Finance and Operations by July 15.

PROCEDURE:

This procedure applies only to cost transfers of **non-payroll** expenditures processed by Accounting Services. If a cost transfer of expenditures for payroll and related fringes is necessary, a request for Labor Redistribution must be submitted through the on-line Labor Redistribution system. Detailed instructions for the Labor Redistribution system are located on the WebRaider portal, F&A Work Tools tab, Labor Redistribution channel.

It is the policy of the Texas Tech University Health Sciences Center that costs should be charged to the original funding source when first incurred. There are circumstances in which it may be necessary to transfer expenditures to a different funding source subsequent to the initial recording of the charge. Those transfers require monitoring for compliance with TTUHSC policy, and in those instances involving a sponsored project, with Federal regulations, sponsor specific guidelines, and the cost principles that apply to federal fiscal activities on sponsored projects. Additionally, transactions involving E&G (state and federal) funds require monitoring for compliance with State of Texas purchasing and expenditure policies and requirements. federal projects. Timeliness and

completeness of transfers and the accompanying justification for the transfers are important. Supporting allowability, allocability and cost compliance.

In order to maintain consistency in the treatment of cost transfers and to utilize available personnel resources as efficiently as possible, it is TTUHSC's policy on cost transfers to apply the more restrictive federal principles regarding timeliness and justification

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- 1) If the same individual is the Fund Manager (or designated Approver

