



**SPONSORED PROGRAMS - RETROACTIVE TRANSFER
NON-SALARY CHARGES (FORM FA-11)**

PLEASE TYPE OR PRINT

DATE SUBMITTED: _____

DEBIT ACCOUNT NUMBER (ACCT TO BE CHARGED)	OBJECT CODE	Principal Investigator	SPONSORED ACCOUNT BUDGET PERIOD		DESCRIPTION	REF	AMOUNT
			Start	End			

CREDIT ACCOUNT NUMBER (ACCT TO BE CREDITED)	OBJECT CODE	Principal Investigator	SPONSORED ACCOUNT BUDGET PERIOD		DESCRIPTION	REF	AMOUNT
			Start	End			

Explanation

- _____ Late notice of award: attach confirmation of late award receipt date.
- _____ These charges do not relate to the account charged. Attach a memo giving a complete explanation. If either the debit or credit account relates to a Sponsored account and the transfer is over 90 days old, additional justification must be attached as to why the transfer is late.

Note:

Appropriate copies of Report 90's and other supporting documentation must be attached.

FOR FURTHER INFORMATION CONCERNING THIS REQUEST PLEASE CONTACT:
NAME
PHONE

Approvals:

- _____
Signator for Acct. to be charged Date
- _____
Dept. Head or Dean (if required) Date
- _____
Budget/Sponsored Exp. Ctrl. Approval Date
- _____
Journal Prepared By Date

INSTRUCTIONS
RETROACTIVE TRANSFER OF NON-SALARY CHARGES

The FA-11 form is used to transfer charges incorrectly reflected against a Sponsored Account.
Do not transfer salaries on this form, use form FA-10 to transfer salaries and related fringe benefits.

Type or Print Clearly

INSTRUCTIONS

Please complete as indicated below:

- 1) Date request is being processed
- 2) University account number to be debited or charged
- 3) Object code to be debited or charged
- 4) Name of Principal Investigator or authorized signatory
- 5) Account budget period start and end date
- 6) Description of item being transferred
- 7) Enter same information for account to be credited

Requirements:

- 1) Please check the appropriated explanation and attach documentation as required.
- 2) Attach appropriate Report 90 for each item being adjusted.
- 3) Transfers on Sponsored accounts, if over 90 days from the date of the occurrence, must have a written letter of justification explaining the reason for delay in processing.
- 4) All signatures must be affixed and dated.
- 5) Send request with backup documentation to the appropriate Budget or Sponsored program approval office, as listed below:

Coral Gables and South Campus:

Sponsored Program - Financial Admin.
Room 209 Max Orovitz Bldg.
Locator Code 1424

Medical Campus:

Expenditure Control/Budget
Office
Please check UM directory

RSMAS:

Business Office
S/A 110