



PAF TEAM INFORMATION

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[PAF Team Website](#)

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PROCEDURES RELATED TO REVISED COST TRANSFER POLICY

One of the procedural changes resulting from the revised Cost Transfer policy (HOOP 23.12) that went into effect 12/01/02 relates to the signatures that are required on Cost Transfer Requests. The revised policy states that the Cost Transfer Request must be signed by the PI/Org Manager and the Departmental Business Officer.

The policy no longer requires that a representative from the Dean's office sign Cost Transfers, but you need to check with your Dean's office to determine their requirements for signatures and submission process. Some schools may still require Dean's office review and approval of cost transfers. PAF will assume that all the Cost Transfers we receive that have the signatures as required by the policy are ready for review and processing.

It is also no longer required to add an explanation for corrective actions that the department is taking to ensure the problem does not happen in the future.

An important part of the revised Cost Transfer policy relates to ensuring that the document will satisfy audit requirements. In order to do this, the information contained in the document must be complete and understandable. Further, the reason that costs are being transferred must be an allowable reason. It should adequately identify the type and amount of expenses being transferred.

For payroll expenses, the following information should be included:

- Employee Name and Empl ID
- Payroll period(s) covered
- Amount of salary/wage expenses
- Account # that the expense is being transferred from
- Account # that the expense is being transferred to
- Reason why the expense did not hit the correct account originally

For non-payroll expenses, the following information should be included:

- Doc ID (such as TE, PV, SO, RI, etc) and Object/Sub-object
- Transaction date in TUFIMS
- Amount of expense to be transferred
- Account # that the expense is being transferred from
- Account # that the expense is being transferred to
- Reason why the expense did not hit the correct account originally

In order to assist you with meeting these requirements, PAF has developed a template for your use. There is an example on the next page, and the template will be added to the PAF website soon. We are also sending you a blank template that you can save to your computer files for future use.



THE UNIVERSITY of TEXAS

HEALTH SCIENCE CENTER AT HOUSTON

COST TRANSFER REQUEST

DATE OF REQUEST: NOTE - TRANSFERS WILL NOT BE PROCESSED LATER THAN 60 DAYS AFTER THE END OF THE MONTH IN WHICH THE EXPENSE WAS ORIGINALLY INCURRED.	
TRANSFER COSTS FROM ACCOUNT #:	
TRANSFER COSTS TO ACCOUNT #:	
TOTAL AMOUNT: IF THIS IS RELATED TO A PERSONNEL ACTION, PROVIDE TOTAL AMOUNT OF SALARY EXPENSE TO BE TRANSFERRED. UNLESS NOTED, IT IS ASSUMED THAT FRINGES WILL BE TRANSFERRED ALSO.	
CALCULATION OF AMOUNT: IF RELATED TO A PAYROLL EXPENSE, INCLUDE RATE PER PAY PERIOD X FTE%. IF RELATED TO A NON-PAYROLL EXPENSE, INDICATE WHETHER TRANSFER IS FOR FULL OR PARTIAL AMOUNT.	
TRANSACTION INFORMATION: IF PAYROLL EXPENSE - PROVIDE EMPLOYEE NAME, EMPL ID, PAYROLL PERIOD(S) COVERED IF NON-PAYROLL EXPENSE - PROVIDE DOC ID, TRANSACTION DATE	
REASON WHY EXPENSE WAS NOT CHARGED TO CORRECT ACCOUNT ORIGINALLY:	

AUTHORIZATION

PREPARER: (PRINT NAME)	SIGNATURE	DATE
DEPT BUSINESS MGR: (PRINT NAME)	SIGNATURE (REQUIRED)	DATE
PI/ORG MGR: (PRINT NAME)	SIGNATURE (REQUIRED)	DATE