

**90 Day Rule Justification Memo Form**

(Updated 12/19/2022)

In order to comply with agency regulations regarding the timeliness of cost transfers, the policy established by the University requires all cost transfers to be submitted within 90 days of the transaction (see UM [Cost Transfer Policy](#)). Exceptions to this policy must include this form with a complete explanation detailing the necessity of the cost transfer. An explanation that merely states "to correct error" or "to transfer to correct account" is not acceptable.

(1) Why was this expense originally charged to the account from which it is now being transferred?

(2) Why should this charge be transferred to the proposed account? A correlation must be drawn between the initial charge and the account to which it is being transferred.

(3) Why is this cost transfer being requested more than 90 calendar days after the date of transaction on a financial statement?

(4) What action is needed to eliminate the future need for cost transfers of this type? Is this action being taken?

(5) If this is a retroactive salary transfer and the effort certification form has been certified as correct, you must explain why the effort card was certified incorrectly.

Signature of Preparer:

Date:

Signature of Supervisor/Principal Investigator:

Date: