

CLARK ATLANTA UNIVERSITY

TO: Grants & Contracts Accounting

FROM: _____

DATE: _____

REF: Cost Transfer Request

Please transfer the following expenditure(s) from and to the accounts indicated. All supporting documentation is attached.

Item No.	DOCUMENT NO.	VENDOR	AMOUNT	FROM ACCOUNT	TO ACCOUNT
1	_____	_____	_____	_____	_____
Justification: _____ _____ _____					

Item No.	DOCUMENT NO.	VENDOR	AMOUNT	FROM ACCOUNT	TO ACCOUNT
2	_____	_____	_____	_____	_____
Justification: _____ _____ _____					

Item No.	DOCUMENT NO.	VENDOR	AMOUNT	FROM ACCOUNT	TO ACCOUNT
3	_____	_____	_____	_____	_____
Justification: _____ _____ _____					

CLARK ATLANTA UNIVERSITY

(Cost Transfer Request Continuation Sheet)

Item No.	DOCUMENT NO.	VENDOR	AMOUNT	FROM ACCOUNT	TO ACCOUNT
4	_____	_____	_____	_____	_____
Justification: _____					

Item No.	DOCUMENT NO.	VENDOR	AMOUNT	FROM ACCOUNT	TO ACCOUNT
5	_____	_____	_____	_____	_____
Justification: _____					

Item No.	DOCUMENT NO.	VENDOR	AMOUNT	FROM ACCOUNT	TO ACCOUNT
6	_____	_____	_____	_____	_____
Justification: _____					

Item No.	DOCUMENT NO.	VENDOR	AMOUNT	FROM ACCOUNT	TO ACCOUNT
7	_____	_____	_____	_____	_____
Justification: _____					

