

TIP OF THE MONTH

Retroactive Cost Transfer Form (Retro)

A retro form is used when an expense is charged to an incorrect account, a subcode needs to be corrected, or an expense needs to be transferred to another account for other reasons.

This form is to be used in connection with grant accounts only. You are either transferring expenses from one grant account to another grant account or transferring from/to a grant account from a non-grant account. If a transfer is between Ledger 1 or Ledger 3 accounts, please contact the Accounting Department for assistance.

You can find the form on our website by going to Research website at:

<http://www.osu-tulsa.okstate.edu/research/>

under OSU-CHS and then Grants and Contracts.

When you open the retro form document, the first worksheet is the instructions and the second worksheet is the form itself.

After you have filled out the form, obtain the PI's signature and return to Grants & Contracts. Remember to attach a copy of the invoice/receipt for item(s) transferring.

Please contact the Grants & Contracts office at 918-561-1405 for assistance and/or questions.