

# Request for Approval of a Departmental Cost Transfer Reviewer

## Instructions

Submit this form, along with the Certificate of Completion for the "An Introduction to Cost Transfers at UCSF" online to the Contracts & Grants Accounting Compliance Unit at: [CGASvcDesk@ucsf.edu](mailto:CGASvcDesk@ucsf.edu)

## Requirements

To be approved as a Cost Transfer Reviewer, the candidate must:

- have duties which include financial management and control for the department,
- hold an exempt payroll title, PSS 3 (e.g., Analyst 3) and above,
- have completed the "An Introduction to Cost Transfers at UCSF" online certification course (available in the UC Learning Center by searching for SFCCON\_CGA\_CTXUCSF); recertification is required every five years.

## Proposed Departmental Cost Transfer Reviewer

Name:

Payroll Classification:

SFCCON\_CGA\_CTXUCSF Completion Date:

RAS ID:  | | | | |

Campus Address:

Campus Extension:

## Departmental Approval

I request the person above be designated as a Departmental Cost Transfer Reviewer, authorized to sign and certify as the administrative approver on Attachment E's for payroll and non-payroll transfers involving government funds. I certify that this employee meets the requirements for a Cost Transfer Reviewer listed above.

The Departmental Cost Transfer Reviewer may sign and certify for these Dept ID code(s) and department name(s) **and their children**:

\_\_\_\_\_  
\*Signature of Chief Administrative Officer/MSO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Campus Extension

*\*You may sign digitally using Adobe Acrobat. Click the signature line and follow Adobe's on-screen instructions to sign using an existing signature, or set up a new one. Submit via email.*

## (For Controller's Office Use Only)

Classification verified:  Training verified:

APPROVED – Compliance Manager, Contracts & Grants Accounting