



OFFICE OF RESEARCH ADMINISTRATION

RETROACTIVE TRANSFER NON-SALARY CHARGES (FORM FA-11)

DATE SUBMITTED: _____

| DEBIT ACCOUNT NUMBER (ACCT TO BE CHARGED) | OBJECT CODE | PRINCIPAL INVESTIGATOR | SPONSORED ACCOUNT BUDGET PERIOD | | DESCRIPTION | REF | AMOUNT |
|--|-------------|------------------------|---------------------------------|-----|-------------|-----|--------|
| | | | START | END | | | |
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| CREDIT ACCOUNT NUMBER (ACCT TO BE CREDITED) | OBJECT CODE | PRINCIPAL INVESTIGATOR | SPONSORED ACCOUNT BUDGET PERIOD | | DESCRIPTION | REF | AMOUNT |
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| | | | START | END | | | |
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Explanation

1. Late notice of award: attach confirmation of late award receipt date.

2. These charges do not relate to the account charged. Attach a memo giving a complete explanation. If either the debit or credit account relates to a Sponsored account and the transfer is over 90 days old, additional justification must be attached as to why the transfer is late.

Note: Appropriate copies of Report 90's and other supporting documentation must be attached.

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| FOR FURTHER INFORMATION CONCERNING THIS REQUEST PLEASE CONTACT: |
| NAME: |
| PHONE: |

Approvals:

| | | |
|---|--------------------------------------|-------|
| 1 | _____ | _____ |
| | Signator for Acct. to be charged | Date |
| 2 | _____ | _____ |
| | Dept. Head or Dean (if required) | Date |
| 3 | _____ | _____ |
| | Budget/Sponsored Exp. Ctrl. Approval | Date |
| 4 | _____ | _____ |
| | Journal Prepared By | Date |



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**INSTRUCTIONS
RETROACTIVE TRANSFER OF NON-SALARY CHARGES**

The FA-11 form is used to transfer charges incorrectly reflected against a Sponsored Account.

Do not transfer salaries on this form, submit salaries and related fringe benefits online using the PAA form in Workday HCM.

Type or Print Clearly

INSTRUCTIONS

Please complete as indicated below:

- 1) Date request is being processed
- 2) University account number to be debited or charged
- 3) Object code to be debited or charged
- 4) Name of Principal Investigator or authorized signatory
- 5) Account budget period start and end date
- 6) Description of item being transferred
- 7) Original reference (REF) # or other identifier for the transaction
- 8) Dollar amount
- 9) Enter same information for account to be credited

Requirements:

- 1) Please check the appropriated explanation and attach documentation as required.
- 2) Attach appropriate Report 90 for each item being adjusted.
- 3) Attach a memo giving a complete explanation. If either the debit or credit account relates to a Sponsored account and the transfer is over 90 days old, additional justification must be attached as to why the transfer is late.
- 4) All signatures must be affixed and dated.
- 5) Send request with backup documentation to the appropriate Office of Research Administration approval office, as listed below:

All Campuses other than RSMAS:
Office of Research Administration
GOT, Suite 650
Locator Code 2960

RSMAS:
Business Office
S/A 110