



**SPONSORED PROGRAMS - RETROACTIVE TRANSFER  
NON-SALARY CHARGES (FORM FA-11)**

PLEASE TYPE OR PRINT

DATE SUBMITTED: \_\_\_\_\_

DEBIT ACCOUNT NUMBER (ACCT TO BE CHARGED)	OBJECT CODE	Principal Investigator	SPONSORED ACCOUNT BUDGET PERIOD		DESCRIPTION	REF	AMOUNT
			Start	End			

CREDIT ACCOUNT NUMBER (ACCT TO BE CREDITED)	OBJECT CODE	Principal Investigator	SPONSORED ACCOUNT BUDGET PERIOD		DESCRIPTION	REF	AMOUNT
			Start	End			

**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.

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

**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, use form FA-10 to transfer salaries and related fringe benefits.

**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) 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) Transfers on Sponsored accounts, if over 90 days from the date of the occurrence, must have a written letter of justification explaining the reason for delay in processing.
- 4) All signatures must be affixed and dated.
- 5) Send request with backup documentation to the appropriate Budget or Sponsored program approval office, as listed below:

**Coral Gables and South Campus:**

Sponsored Program - Financial Admin.  
Room 209 Max Orovitz Bldg.  
Locator Code 1424

**Medical Campus:**

Expenditure Control/Budget  
Office  
Please check UM directory

**RSMAS:**

Business Office  
S/A 110