

SPA'S TOP 10 LIST

Payroll Cost Transfer (PCT)

1. When transferring equal amounts over multiple months use the same line.
2. When transferring unequal amounts over multiple months use separate lines for each month.
3. Salaries/fringes cannot be transferred from an account that did not initially incur those salary/fringe charges, nor can more than what was charged to an account be transferred from that account.
4. Amounts transferred should include salaries/wages/stipends and associated fringe benefits (as applicable).
5. Amounts entered on a PCT should balance to zero.
6. A reason for the PCT must be checked in the appropriate box
7. A detailed explanation for Sponsored funds is mandatory. Please refer to the General Accounting Manual regarding documenting a cost transfer on sponsored grants and contracts, see http://www.spa.wustl.edu/adminpol/costtransfer_0603.pdf
8. If a PCT is submitted more than 90 days after the original charge, an explanation addressing this issue must also be included on the PCT.
9. The PCT must be signed by the preparer, authorizer, and if needed the Principal Investigator. In addition, PCTs affecting a second division or department must be signed by an authorized person from that department.
10. PCTs should be submitted directly to the Payroll Office, Campus Box 1000 or fax to 935-7079 or email to payrollc@aismail.wustl.edu.