

July 18, 2017

Financial Operations Officer

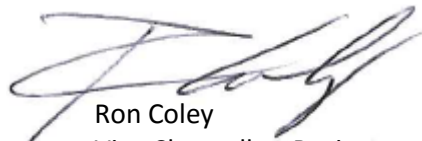
Delegation of Authority—Approve Exceptional Cost Transfer Requests

[UCR P&P: 200-50; Cost Transfers](#) provides guidance concerning cost transfers. In addition to delineating the criteria to request and approve cost transfers, it provides the requirements to approve exceptional cost transfer requests. These exceptions include:

- charges that cross fiscal years;
- costs that are more than 120 days old based on the original posting date and being transferred to a contract or grant fund; and
- cost transfers to correct non-payroll expenses previously transferred using the Non-Payroll Cost Transfer (NCT) application.

Requests for exceptions must document the circumstances causing the delay, as well as the cause of the error. They must be approved by the appropriate Principal Investigator, Department Chair/Head, Organizational Chief Financial and Administrative Officer, the campus Controller and/or the Vice Chancellor of Business and Administrative Services.

With this letter I re-delegate to the Financial Operations Officer the authority to approve exceptional cost transfer requests from the Business and Administrative organization. This authority is effective immediately and may not be further re-delegated. It is being issued to enhance operational efficiencies.



Ron Coley
Vice Chancellor, Business and Administrative Services

Cc: UCR Delegation of Authority Coordinator
Office of the Vice Chancellor of Business and Administrative Services
Accounting Office