

UNIVERSITY OF HAWAII
Office of Research Services
Transfer to Departmental Account Request

FIXED PRICE CONTRACTS

This form is to request transfer of residual funds from an extramural project account to a departmental account when **ALL** of the following criteria are met: 1) the award was made under a fixed price contract, 2) the scope of work is complete to the satisfaction of the sponsor, 3) all payments have been received and recorded by ORS, 4) all expenses have been booked, 5) the account is ready for closure, and 6) the project end-date has been reached.

Submit completed form to the responsible ORS Accountant.

Principal Investigator _____ Email _____

Department _____ Campus _____

Phone _____ Fax _____

Fiscal Officer _____ Email _____

Award Title _____

Award Number _____ Termination Date _____

Account Number _____ Account Balance _____

Departmental account number to receive transfer _____

I certify that all six (6) criteria identified in paragraph one (1) of this form have been met

PI Signature Date

AO / FO Signature Date

Account Verification and Request Approval (For ORS Use Only)

Fixed Price: yes / no Cash Balance Available for Transfer (net of F&A): \$ _____

ORS Accountant Signature Date

Approved / Disapproved _____

ORS Manager Date

C: PI, AO/FO, Dean or Director, ORS Pre-Award, (& OTTED as applicable)