

**University of North Florida
Office of Research and Sponsored Programs**

Transfer of Over-Expenditure for Grant & Contracts

MEMORANDUM

TO: _____
Principal Investigator

FROM: Grants Management
Office of Research and Sponsored Programs

DATE: _____

ACCOUNT: _____
Account Number Project End-Date

SUBJECT: Transfer of Over-Expenditures: Acct# _____

Please authorize the transfer of charges in the amount of \$ _____ from Account # _____
to account # _____.

These charges were for the purpose of:

If you have any question or need additional information, please contact us at extension 2455. Thank you