



Cost Justification Form

TO:

FROM:

DATE:

(PLEASE RETURN WITHIN 10 DAYS)

Federal regulations under OMB Uniform Guidance at 2 CFR 200 requires the University to employ accounting principles that classify *allowable costs* either as *direct* or *indirect charges* in a consistent manner and that provide evidence or justification to auditors that sponsored projects are expended only for allowable goods and services.

The following charge recently made to your sponsored project account cannot be processed for the following reason(s) below:

<u>Date</u>	<u>Acct No</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____	_____



Cost is unallowable with current justification, but may be allowable with additional information.

Justification [*use separator page(s) if necessary, indicating page numbers where needed*]:

Signature of PI or Delegate:

Date:

Printed Name

Sign above and return to sender of the form listed above.