

## UNEXPENDED FUNDS RESIDUAL TRANSFER REQUEST

Submitted By: \_\_\_\_\_ DATE: \_\_\_\_\_

Grant Number/Internal Order(s): \_\_\_\_\_

Sponsor: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Total Cost Unexpended Balance: \_\_\_\_\_

**All of the following criteria for closing a project to the residual fund, as outlined in SPS Instruction No. 4, dated April 13, 1995, have been satisfied:**

1. The contract is fixed-price (i.e., there is no provision for return of unexpended funds to the sponsor).
2. All payments required under the contract have been received by Purdue.
3. All required project work is complete, and all reports and other deliverables have been provided to the sponsor.
4. All expenses related to the project have been properly charged to the account.

Please transfer the **direct cost balance** to:

General Ledger: 491020

Fund: \_\_\_\_\_ Cost Center: \_\_\_\_\_ SIO (optional): \_\_\_\_\_

**or**

Fund: \_\_\_\_\_ RIO \_\_\_\_\_

**If residual balance is in excess of 15% of the total award please provide an explanation below why balance exists and obtain appropriate signature.**

\_\_\_\_\_  
Typed Name/Signature of Academic Approver (only required if residual balance is in excess of 15%)

*(Please send completed form to the appropriate SPS Post Award Office in Young Hall or the Agricultural Administration Building).*