

RFA Justification Form

Date of Preparation:

Employee Name:

Employee's HR Dept:

RFA Period: _____ to _____

1. Describe in detail why this transfer is being requested.

(Why were these expenses charged to the original chart string(s) and why is it now being moved to the new chart string(s)?)

2. How did the error occur?

3. Please provide the date the error was discovered.

4. How was the error discovered (process/tools)?

5. Why should this charge be transferred to the proposed chart string(s)?

(Explain the benefit or the reason for moving these payroll expenditures to the new funding source(s)).

6. Describe what internal controls have been put in place to prevent and mitigate future errors?

(To improve the business process, what corrective action(s) have been taken to eliminate the need for RFAs of this nature in the future as they are highly auditable and costly).

Preparer's Name

Date