PrintFX SUPPLIES REIMBURSEMENT AUTHORIZATION

PURPOSE OF TRANSFER:

INTERDEPARTMENTAL PrintFX SUPPLIES REIMBURSEMENT

ESTIMATED COST OF JOB: $______________

ACTUAL COST OF JOB (Transfer Amount): $______________

TRANSFER THE EXPENSE FROM (CREDIT):
Department: PrintFX
Cost Center: 11102
Object Code: 70050

TRANSFER THE EXPENSE TO (DEBIT):
Department: ________________________________
Cost Center: ________________________________
Object Code: 70050

APPROVALS

Department Head
PrintFX

Signature Date Signature Date

Print Name, Title
Print Name, Title

Dean

Signature Date

Print Name, Title

INSTRUCTIONS:

1. This form is to be used only for Interdepartmental PrintFX Chargebacks

2. This form and any supporting documentation should be forwarded by PrintFX to the Accounting Office, attn: General Accounting. The transfer will be processed as a journal entry and appear on both cost center's Budget-to-Actual reports.

REV 111213