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
Signature Date
PrintFX
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.