


# PRINTFX AND FABLAB REIMBURSEMENT FORM INSTRUCTIONS

1. When filling out the form please **do not fill out** the Actual Cost of the Job.
2. If the cost center begins with a #6 or a #7 number then we will reject the order. Department of Finance prohibits us from using those cost centers.
3. Department Signatures should be in the left column. This can be typed in.
4. We will email a cost for approval to your email. **Please share it with your department heads.** Then **reply back if your department approves the job** or not. Once approval is received we will start processing your job.  
Rush service is only available for department jobs at double the quoted cost during off peak times, no rush service during finals or midterms.  
Cutoff dates for fund transfers does not follow the academic fiscal year, please check our response to your job submission for new annual cutoff dates.
5. **This form, the order form, and the artwork must be submitted at the same time together or we will reject the job. No running balances allowed. Funds transferred are final. No refunds.**



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PrintFX SUPPLIES REIMBURSEMENT AUTHORIZATION

**PURPOSE OF TRANSFER:**  
*INTERDEPARTMENTAL PrintFX SUPPLIES REIMBURSEMENT*

**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

\*Cost centers beginning with 6xxxx or 7xxxx not accepted

DO NOT FILL IN THE COST

NO COST CENTERS THAT BEGIN WITH #6 OR #7

**APPROVALS**

<p><b>Department Head</b></p> <p>Signature _____ Date _____</p> <p>Print Name, Title _____</p>	<p><b>PrintFX</b></p> <p>Signature _____ Date _____</p> <p>Print Name, Title _____</p>
<p><b>Dean</b></p> <p>Signature _____ Date _____</p> <p>Print Name, Title _____</p>	

Reset
SAVE

**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 11/213



**PrintFX SUPPLIES REIMBURSEMENT AUTHORIZATION**

**PURPOSE OF TRANSFER:**

***INTERDEPARTMENTAL PrintFX SUPPLIES REIMBURSEMENT***

**ACTUAL COST OF JOB(Transfer Amount):**

**\$** Calculation by Printfx staff only

**TRANSFER THE EXPENSE FROM (CREDIT):**

Department	<b>PrintFX</b>
Cost Center	<b>11102</b>
Object Code	<b>70050</b>

**TRANSFER THE EXPENSE TO (DEBIT):**

Department	_____
*Cost Center	_____
Object Code	<b>70050</b>

**\*Cost centers beginning with 6xxxx or 7xxxx not accepted**

**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.