



**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**

**\*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.