Fashion Institute of Technology
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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**

APPROVALS

Department Head

_____
Signature Date

_____
Print Name, Title

Dean

_____
Signature Date

_____
Print Name, Title

PrintFX

_____
Signature Date

_____
Print Name, Title

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 111213