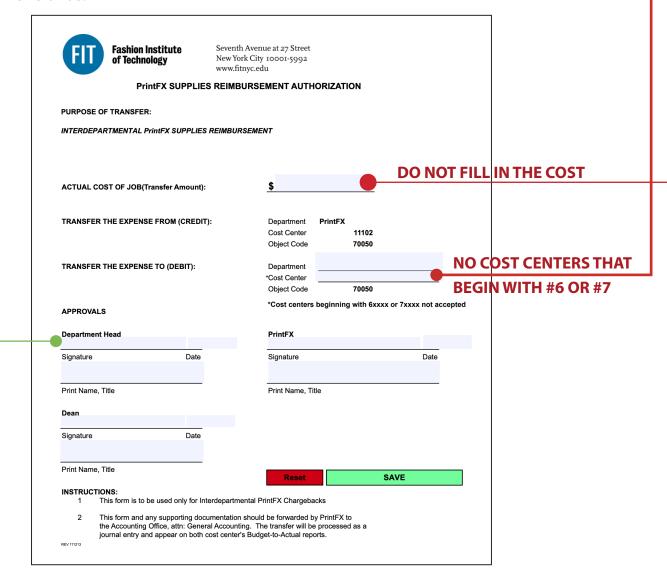


PRINTFX AND FABLAB REIMBURESMENT FORM INSTRUCTIONS

- 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.





Seventh Avenue at 27 Street New York City 10001-5992 www.fitnyc.edu

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 Cost Center Object Code	PrintFX 11102 70050	
TRANSFER THE EXPENSE TO (DI	EBIT):	Department *Cost Center Object Code	70050	
APPROVALS		*Cost centers	beginning with 6xx	xx or 7xxxx not accepted
Department Head		PrintFX		
Signature	Date	Signature		Date
Print Name, Title		Print Name, Ti	tle	
Dean				
Signature	Date			
Print Name, Title				

INSTRUCTIONS:

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