

Updated Instructions for Department Job transfers:

Avoiding Automatic Rejection of your order

1. When filling out the form please do not fill out the Actual Cost of the Job. _____
We will email you an order cost total for your records.
2. If the cost center begins with a #6 or a #7 number then we will reject the order. Department of Finance doesn't accept those cost centers. _____
3. This form, the order form, and the artwork must be submitted at the same time together.



**Fashion Institute
of Technology**

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): \$ _____

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



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PrintFX SUPPLIES REIMBURSEMENT AUTHORIZATION

PURPOSE OF TRANSFER:

INTERDEPARTMENTAL PrintFX SUPPLIES REIMBURSEMENT

ACTUAL COST OF JOB(Transfer Amount):

\$ Printfx staff will calculate this cost

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

PrintFX

Signature

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.