

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.



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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

APPROVALS

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



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

***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

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.