

## 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

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):**

**\$** \_\_\_\_\_

**TRANSFER THE EXPENSE FROM (CREDIT):**

Department	<b>PrintFX</b>
Cost Center	<b>11102</b>
Object Code	<b>70050</b>

**TRANSFER THE EXPENSE TO (DEBIT):**

Department	_____
*Cost Center	_____
Object Code	<b>70050</b>

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

**APPROVALS**

**Department Head**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name, Title

**PrintFX**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
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.