



## GRAPHICS LAB SUPPLIES REIMBURSEMENT AUTHORIZATION

**PURPOSE OF TRANSFER:**

*INTERDEPARTMENTAL GRAPHICS LAB SUPPLIES REIMBURSEMENT*

**ESTIMATED COST OF JOB:** \$ \_\_\_\_\_

**ACTUAL COST OF JOB(Transfer Amount):** \$ \_\_\_\_\_

<b>TRANSFER THE EXPENSE FROM (CREDIT):</b>	Department	<b>GRAPHICS LAB</b>
	Cost Center	<b>11102</b>
	Object Code	<b>70050</b>

<b>TRANSFER THE EXPENSE TO (DEBIT):</b>	Department	_____
	Cost Center	_____
	Object Code	<b>70050</b>

**APPROVALS**

**Department Head**

**Graphics Lab**

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

\_\_\_\_\_  
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 Graphics Lab Chargebacks
- 2 This form and any supporting documentation should be forwarded by the Graphics Lab 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.