



## Brigham Young University Request for Asset Write-Off - Receivables

<b>Asset Information Student Financial Services</b>	<b>Request Date:</b>
<b>BYU ID:</b>	
<b>Name:</b>	
<b>Proposed Write-off Amount \$</b>	
<b>Asset GL Account (XXXXXXXX-XXXXXXXX):</b>	-            -
<b>Offsetting GL Acct (XXXXXXXX-XXXXXXXX):</b>	-            -
<b>Additional GL Account (optional):</b>	-            -

**Explanation for Write-Off Request**

### Approvals

**Prepared by:**

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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**Department Approval:**

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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**Designated Financial Services Personnel:**

Name: Brian Blum	<b>Signature:</b>	<b>Date:</b>
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**Assistant Administrative Vice President - Finance:**

Name: Alan Moose	<b>Signature:</b>	<b>Date:</b>
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**University President:**

Name: Shane Reese	<b>Signature:</b>	<b>Date:</b>
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Write-Off Approval Threshold				
Asset Classification	Department Personnel	Designated Financial Services Personnel	Assistant Administrative Vice President - Finance	University President
Accounts and loans receivable, vendors credits receivable	100	1,000	5000	>5000