



Brigham Young University Request for Asset Write-Off

Asset Information	Request Date:
Asset Description:	
Asset ID#:	
Proposed Write-off Amount \$	
Asset GL Account (XXXXXXXX-XXXX-XXXX):	- -
Offsetting GL Account (XXXXXXXX-XXXX-XXXX):	- -
Additional GL Account (optional):	- -

Explanation for Write-Off Request

Approvals

Prepared by:

Name: _____ Signature: _____ Date: _____

Department Approval:

Name: _____ Signature: _____ Date: _____

Designated Financial Services Personnel:

Name: _____ Signature: _____ Date: _____

Assistant Administration Vice President, Finance:

Name: Alan Moose Signature: _____ Date: _____

University President:

Name: C. Shane Reese Signature: _____ Date: _____

Write-Off Approval Thresholds				
Asset Classification	Unit Personnel	Designated Financial Services Personnel	Assistant Administration VP Finance	University President
Bank and cash accounts	\$50	\$500	\$5,000	>\$5,000
Inventories	1,000	10,000	25,000	>25,000
Prepaid assets, deposits, and other	500	1,000	10,000	>10,000
Investments carried at cost	-	500	5,000	>5,000
Land, buildings and equipment	-	-	25,000	>25,000

