



Brigham Young University Request for Asset Write-Off

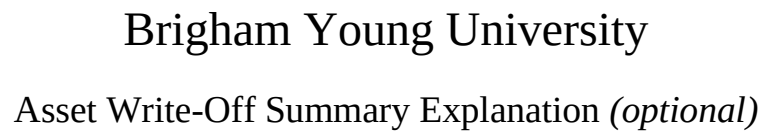
Asset Information	Request Date:
Asset Description:	
Asset ID#:	
Proposed Write-off Amount \$	
Asset GL Account (XXXXXXXX-XXXX-XXXX):	- -
Offsetting GL Account (XXXXXXXX-XXXX-XXXX):	- -
Additional GL Account (optional):	- -

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



Brief Historical Summary
Business Justification for Write-Off: