



## 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-XXXX-XXXX):</b>	- -
<b>Offsetting GL Acct (XXXXXXXX-XXXX-XXXX):</b>	- -
<b>Additional GL Account (optional):</b>	- -

**Explanation for Write-Off Request**

### Approvals

**Prepared by:**

Name:	Signature:	Date:
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**Department Approval:**

Name:	Signature:	Date:
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**Designated Financial Services Personnel:**

Name: Brian Blum	Signature:	Date:
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**Assistant Administrative Vice President - Finance:**

Name: Alan Moose	Signature:	Date:
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**University President:**

Name: Kevin J. Worthen	Signature:	Date:
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Write-Off Approval Thresholds				
Asset Classification	Department Personnel	Designated Financial Services Personnel	Assistant Administrative Vice President - Finance	University President
Bank and cash accounts	\$50	\$500	\$5,000	>\$5,000
Accounts and loans receivable, vendors credits receivable	100	1,000	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



# Brigham Young University

## Asset Write-Off Summary Explanation (*optional*)

<b>GL Account #:</b>	<b>Date:</b>
<b>Account Descr:</b>	<b>Prepared by:</b>
<b>Proposed write-off amount: \$</b>	<b>Total Account Balance: \$</b>

### Brief Historical Summary

### Business Justification for Write-Off: