



## Brigham Young University Request for Asset Write-Off

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

**Explanation for Write-Off Request**

### Approvals

**Prepared by:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Approval:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Designated Financial Services Personnel:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chief Financial Officer:**

Name: Brian K. Evans Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**University President:**

Name: Kevin J. Worthen Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Write-Off Approval Thresholds				
Asset Classification	Unit Personnel	Designated Financial Services Personnel	Chief Financial Officer	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 assets	500	1,000	5,000	>5,000
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: