



Brigham Young University Request for Asset Write-Off

Asset Information Student Financial Services	Request Date:
BYU ID:	
Name:	
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
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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: Cecil O. Samuelson	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	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*)

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

Brief Historical Summary

Business Justification for Write-Off: