

University of Saskatchewan
REQUEST FOR
WRITE OFF OF VALUELESS ASSETS (Policy 4.10.01)

(Attach Supporting Documentation Where Applicable)

- 1) Indicate nature of Asset (i.e.: obsolete inventory, uncollectable account, cash shortage or outstanding cheque) and details:

- 2) Indicate book value of Asset:

- 3) Indicate account number under which Asset is recorded:

- 4) Set out full details of when Asset was first recorded on the books:

- 5) Explain in full reason for requesting the write off:

- 6) In case of cash shortages, outstanding cheques, or uncollectable accounts, show what collection effort has been made to recover the amount:

- 7) Indicate final disposition of Asset:

For Internal Use Only:

Department

Name

Signature

Date

Date of Approval

Associate Vice President (Financial Services)

Accounting Cross Reference (eg. J.V. #,etc)