**General Ledger Account Reconciliation Process Write-Off Request**

Use if expensing at least $10,000 or more per General Ledger, Per Quarter

|  |  |
| --- | --- |
| Fiscal Year: |  |
| Fiscal Quarter: |  |
| Department: |  |

|  |  |
| --- | --- |
| General Ledger Write-Off FROM | |
| General Ledger Number: |  |
| General Ledger Description: |  |
| Dollar Value of Write-Off: |  |
| Days Outstanding: |  |
| Reason for Write-Off: |  |

|  |  |
| --- | --- |
| Budget Number Write-Off TO | |
| Budget Number to Write-Off To: |  |
| Object Code used for Write-Off: |  |
| Date Proposed for Write-Off: |  |

|  |  |
| --- | --- |
| Preparer Name: |  |
| Preparer Signature: |  |
| Date: |  |

|  |  |
| --- | --- |
| Departmental Approver: |  |
| Approver Signature: |  |
| Date: |  |

*Note:* Submit to Financial Reporting at [accountg@uw.edu](mailto:accountg@uw.edu) once above portions are completed.

|  |  |
| --- | --- |
| Completed by Controller’s Office | |
| Controller Review Date: |  |
| Approved (Yes/No): |  |
| Controller Signature: |  |
| Date: |  |