

# Bad Debt Request Form

Date: \_\_\_\_\_ Requesting Department: \_\_\_\_\_

Department Number: \_\_\_\_\_ Person Requesting: \_\_\_\_\_

Reason for completing form:

\_\_\_\_\_ New Exemption Request – KFS Account Number \_\_\_\_\_

\_\_\_\_\_ Request bad debt expense be recorded in an account other than the account where revenue is recorded – please list the account where revenue is recorded and the account where the associated bad debt expense should be recorded

KFS Revenue Account Number: \_\_\_\_\_

KFS Account Number for Bad Debt: \_\_\_\_\_

Please list in detail the justifications for the bad debt exemption or the request to have bad debt hit an account other than where the revenue is recorded:

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As required under GASB, the department is responsible for establishing and booking bad debt reserves and is responsible for any losses incurred as a result of nonpayment from a customer.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Department Head/Dean/ or Director Signature

Return completed form to Business Financial Services

For internal BFS use only:

Reviewed by: Date: \_\_\_\_\_ Accounts Receivable Manager's Signature \_\_\_\_\_

Approved by: Date: \_\_\_\_\_ Controller's Signature \_\_\_\_\_