

November 6, 2002

MEMORANDUM TO: Charlotte L. Turner, Director  
Division of Accounting and Finance  
Office of the Chief Financial Officer

FROM: Diane B. Dandois, Chief /RA/  
License Fee and Accounts Receivable Branch  
Division of Accounting and Finance  
Office of the Chief Financial Officer

SUBJECT: REQUEST FOR APPROVAL TO WRITE-OFF  
DELINQUENT DEBT (WRITE-OFF NO. FY 2003-02)

The License Fee and Accounts Receivable Branch has been attempting to collect the unpaid delinquent debt of The San Juan Health Center for Materials Annual Invoice No. AM1790-01 in the amount of \$2,950.00. This account was referred to the Department of the Treasury for collection. The Department of the Treasury collected \$2,480.47 and compromised the remaining balance. I recommend that collection activity for this invoice be terminated and the debt be written off. The amount recommended to be written off is \$469.53. Treasury will issue a 1099C.

APPROVED:

\_\_\_\_\_  
/RA/

\_\_\_\_\_  
11/6/02

Charlotte L. Turner, Director  
Division of Accounting and Finance  
Office of the Chief Financial Officer

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Date

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<b>NAME</b>	LPTremper	DBDandois	CLTurner
<b>DATE</b>	11/6 /02	11/6 /02	11/6 /02

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