

December 3, 2002

MEMORANDUM TO:           Jesse L. Funches  
                                  Chief Financial Officer

FROM:                       Charlotte L. Turner, Director   */RA/*  
                                  Division of Accounting and Finance  
                                  Office of the Chief Financial Officer

SUBJECT:                   REQUEST FOR APPROVAL TO WRITE-OFF A  
                                  DELINQUENT DEBT (WRITE-OFF NO. FY2003-03)

The attached debt was referred to the Department of the Treasury for cross servicing. The License Fee and Accounts Receivable Branch is writing off this account because it was two years old on November 7, 2002. This action is in compliance with the revised write-off procedures and policy implemented on March 6, 1999, which established procedures to remove uncollectible accounts from the active portfolio through write-off, although collection action may continue and in accordance with revised OMB Circular No. A-129, which states that generally write-off is mandatory for delinquent debt older than two years.

The Department of the Treasury will continue collection activity on this debt. This debt will be reported on the Report on Receivables Due from the Public (TROR) under Debt Disposition, Written Off and Not Closed Out. This debt will be closed out (i.e., a 1099C will be issued to the IRS and a copy sent to the debtor) when the Department of the Treasury returns the account as uncollectible. The total amount to be written-off is \$6,374.48. Your approval for the write-off is requested.

Attachment: As stated

APPROVED:

*/RA/*

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Jesse L. Funches  
Chief Financial Officer

December 10, 2002

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Date

December 3, 2002

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Chief Financial Officer

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Jesse L. Funches  
Chief Financial Officer

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