

March 17, 2003

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 A  
DELINQUENT DEBT (WRITE-OFF NO. FY2003-15)

Invoice No. AM2865-02 was issued to Pennsylvania Biolab, Inc. in the amount of \$250. The account was referred to the Department of the Treasury for collection. The Department of the Treasury has returned this debt as uncollectible. Therefore, you are requested to approve the termination of collection action and the write-off of this debt in the amount of \$250. Treasury will issue a 1099C.

APPROVED:

*/RA/*

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

March 17, 2003

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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 A  
DELINQUENT DEBT (WRITE-OFF NO. FY2003-16)

Invoice No. AM2865-02 was issued to Pennsylvania Biolab, Inc. in the amount of \$250. The account was referred to the Department of the Treasury for collection. The Department of the Treasury has returned this debt as uncollectible. Therefore, you are requested to approve the termination of collection action and the write-off of this debt in the amount of \$250. Treasury will issue a 1099C.

APPROVED:

**/RA/**

March 17, 2003

Charlotte L. Turner, Director  
Division of Accounting and Finance  
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Date

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ADAMS - Yes/No SENSITIVE/NON-SENSITIVE PUBLIC/NON-PUBLIC

Initials - lpt

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DATE	03/17/03	03/17/03	03/17/03		

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