September 5, 2003

MEMORANDUM TO: Carl F. Dolinka, Acting Director Division of Financial Management Office of the Chief Financial Officer FROM: Leah P. Tremper, Chief /RA/ Accounts Receivable Team Division of Financial Management Office of the Chief Financial Officer SUBJECT: REQUEST FOR APPROVAL TO WRITE-OFF DELINQUENT DEBTS (WRITE-OFF NO. FY2003-51) The attached debts were referred to the Department of the Treasury for cross servicing. The Accounts Receivable Team is writing off these accounts because they were two years old on August 23, 2003. 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 these debts. These debts will be reported on the Report on Receivables Due from the Public (TROR) under Debt Disposition, Written Off and Not Closed Out. These debts 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 accounts as uncollectible. The total amount to be written-off is \$13,526.76. Your approval for the write-off is requested. Attachment: As stated APPROVED: /RA/ September 5, 2003

Date

Carl F. Dolinka, Acting Director

Division of Financial Management
Office of the Chief Financial Officer

September 5, 2003

MEMORANDUM TO: Carl F. Dolinka, Acting Director

Division of Financial Management Office of the Chief Financial Officer

FROM: Leah P. Tremper, Chief /RA/

Accounts Receivable Team
Division of Financial Management
Office of the Chief Financial Officer

SUBJECT: REQUEST FOR APPROVAL TO WRITE-OFF

DELINQUENT DEBTS (WRITE-OFF NO. FY2003-51)

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Attachment: As stated

APPROVED:

/RA/ September 5, 2003

Carl F. Dolinka, Acting Director Date

Division of Financial Management
Office of the Chief Financial Officer

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