

January 16, 2004

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 A
DELINQUENT DEBT (WRITE-OFF NO. FY2004-11)

Radiology Consultants was issued Invoice No. AM2729-02 on May 6, 2002, in the amount of \$4,600. A payment of \$500 was applied to the invoice on June 21, 2002. Since the remaining balance was not paid in a timely manner, the debt was referred to the Department of Treasury for collection on November 1, 2002. The Department of Treasury collected \$3,842.71 on December 23, 2003 leaving a balance due of \$460.66. The Department of Treasury has agreed to compromise this debt and accept \$4,342.71 as payment in full. Therefore, you are requested to approve the write off of the remaining balance of \$460.66 (includes interest, penalties, and administrative charges).

APPROVED:

/RA/

Carl F. Dolinka, Acting Director
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Office of the Chief Financial Officer

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

Initials - **lpt**

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