

July 20, 2004

MEMORANDUM TO: Anthony C. Rossi, 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. FY2004-25)

Invoice No. AM4431-02 was issued to RCC Design, Inc. on August 12, 2002. Since this debt was not paid in a timely manner, it was referred to the Department of Treasury for collection on January 15, 2003. The Department of Treasury has returned the 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 \$1,245.50. The Department of Treasury will issue a 1099C.

APPROVED:

/RA/

Anthony C. Rossi, Acting Director
Division of Financial Management
Office of the Chief Financial Officer

7-20-04

Date

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

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