

June 27, 2005

MEMORANDUM TO: Mary S. Givvines, 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 DEBT (WRITE-OFF NO. FY2005-10)

The attached debt was referred to the Department of the Treasury for cross servicing. The Accounts Receivable Team is writing off this account because it was two years old as of May 31, 2005. 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 \$1,393.28. Your approval for the write-off is requested.

Attachment: As stated

APPROVED:

*/RA/*

---

Mary S. Givvines, Director  
Division of Financial Management  
Office of the Chief Financial Officer

June 27, 2005

---

Date

MEMORANDUM TO: Mary S. Givvines, 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 DEBT (WRITE-OFF NO. FY2005-10)

The attached debt was referred to the Department of the Treasury for cross servicing. The Accounts Receivable Team is writing off this account because it was two years old as of May 31, 2005. 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 \$1,393.28. Your approval for the write-off is requested.

Attachment: As stated

APPROVED:

*/RA/*

June 27, 2005

Mary S. Givvines, Director  
 Division of Financial Management  
 Office of the Chief Financial Officer

Date

Distribution:  
 OCFO/DFM/ART RF  
 OCFO/DFM RF  
 OCFO/DFM SF (AR-1.8)  
 Invoice File No.(AM3758-03)  
 G:\DAF\LFARB\Acct Rec\FY2005-10.wpd

SISP REVIEW SM 6/27/05

**ADAMS - Yes/No      SENSITIVE/NON-SENSITIVE      PUBLIC/NON-PUBLIC      Initials - Ipt**

SISP Review Complete by RS

(To receive a copy of this document, indicate in the box: "C" = Copy without attachment/enclosure "E" = Copy with attachment/enclosure "N" = No copy)

OFFICE	OCFO/DFM/ART	E	OCFO/DFM/ART	E	OCFO/DFM	N	OCFO/DFM	N
NAME	SATitherington		LPTremper		ACRossi		MSGivvines	
DATE	06/27/05		06 /27/05		06/27/05		06/27/05	

**WRITE OFF FY2005**

**WRITE OFF NO FY2005-10**

<b>Name</b>	<b>Invoice No.</b>	<b>Date of Invoice</b>	<b>Principal</b>	<b>Interest</b>	<b>Admin &amp; Penalty</b>	<b>Total</b>	<b>License Status</b>	<b>License No.</b>
<b>ABI Laboratory</b>	<b>AM3758-03</b>	<b>05/31/03</b>	<b>1,350.00</b>	<b>6.66</b>	<b>36.62</b>	<b>1,393.28</b>	<b>Terminated</b>	<b>37-30215-01</b>
<b>TOTAL</b>						<b>\$1,393.28</b>		