

September 13, 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 DEBTS (WRITE-OFF NO. FY2005-15)

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 as of September 10, 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 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 account as uncollectible. The total amount to be written off is \$13,283.78. 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

9/13/05

Date

WRITE OFF FY2005

WRITE OFF NO FY2005-15

Name	Invoice No.	Date of Invoice	Principal	Interest	Admin & Penalty	Total	License Status	License No.
Apgee Corporation	AM4661-03	09/08/03	500.00	2.47	22.39	524.86	Terminated	372869701
BSI Instruments	AM4662-03	09/08/03	1,500.00	9.87	154.52	1,664.39	Revoked	372122601
Frederick L. Green	E0006-03	07/31/03	244.23	0.00	0.00	244.23		418924610
Miles Developing & Contracting	AM4914-03	09/10/03	1,350.00	6.66	29.97	1,386.63	Terminated	373045501
Missouri Steel Castings	AM4875-03	09/08/03	2,300.00	9.43	76.55	2,385.98	Terminated	241515201
R & K Enterprises	AM3104-03	07/17/03	1,350.00	2.22	5.00	1,357.22	Terminated	472556201
White Eagle Toxicology Labs.	AM4699-03	09/08/03	5,600.00	27.63	92.84	5,720.47	Terminated	373024701
TOTAL						\$13,283.78		