

April 6, 2006

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 A
DELINQUENT DEBT (WRITE-OFF NO. FY2006-13)

Invoice No. E0001-05 was issued to Angela May on October 18, 2004, in the amount of \$440.45. Since this debt was not paid in a timely manner, it was referred to the Department of the Treasury for collection on March 9, 2005. The Department of the Treasury collected \$425.45 on March 10, 2006, leaving a balance due of \$15. The Department of the Treasury agreed to compromise this debt and accept \$425.45 as payment in full. Therefore you are requested to approve the write-off of the remaining balance of \$15.

APPROVED:

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

04/06/06
Date

April 6, 2006

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 A
 DELINQUENT DEBT (WRITE-OFF NO. FY2006-13)

Invoice No. E0001-05 was issued to Angela May on October 18, 2004, in the amount of \$440.45. Since this debt was not paid in a timely manner, it was referred to the Department of the Treasury for collection on March 9, 2005. The Department of the Treasury collected \$425.45 on March 10, 2006, leaving a balance due of \$15. The Department of the Treasury agreed to compromise this debt and accept \$425.45 as payment in full. Therefore you are requested to approve the write-off of the remaining balance of \$15.

APPROVED:

/RA/

04/06/06

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

Date

Distribution:

OCFO/DFM/ART RF

OCFO/DFM RF

Invoice File Nos.(E0001-05)

SISP REVIEW JJ 4/7/06

G:\DAF\LFARB\Acct Rec\FY2006-13.wpd

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

Initials - Ipt

(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
NAME	SATitherington		LPTremper		ACRossi	
DATE	04/04/06		04/05/06		04/05/06	

OFFICIAL RECORD COPY