December 17, 2007

MEMORANDUM TO: Mary S. Givvines, Controller
Office of the Chief Financial Officer

FROM: Mona S. Williams, Chief
License Fee Team ***/RA/***
Division of Financial Management
Office of the Chief Financial Officer

SUBJECT: REQUEST FOR APPROVAL TO WRITE-OFF A DELINQUENT DEBT (WRITE-OFF NO. FY2008-06)

The enclosed debt was referred to the Department of the Treasury for cross servicing. The License Fee Team proposes writing off this account because it was two years old as of December 5, 2007. 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 Treasury 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 $2,577.71. Your approval for the write-off is requested.

APPROVED:

/RA/ ***12/17/07***

Mary S. Givvines, Controller Date
Office of the Chief Financial Officer

Enclosure:
Write Off No. FY2008-06

December 17, 2007

MEMORANDUM TO: Mary S. Givvines, Controller
Office of the Chief Financial Officer

FROM: Mona S. Williams, Chief
License Fee Team ***/RA/***
Division of Financial Management
Office of the Chief Financial Officer

SUBJECT: REQUEST FOR APPROVAL TO WRITE-OFF A DELINQUENT DEBT (WRITE-OFF NO. FY2008-06)

The enclosed debt was referred to the Department of the Treasury for cross servicing. The License Fee Team proposes writing off this account because it was two years old as of December 5, 2007. 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.

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APPROVED:

/RA/ ***12/17/07***

Mary S. Givvines, Controller Date
Office of the Chief Financial Officer

Enclosure:
Write Off No. FY2008-06

Distribution:
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Invoice File (No. AM0809-06)

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NAME	SATitherington		MSWilliams	
DATE	12/17/07		12/17/07	

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WRITE OFF FY2008

WRITE OFF NO. FY2008-06

Name	Invoice No.	Date of Invoice	Principal	Interest	Admin & Penalty	Total	License Status	License No.
Geotechnical Specialties, Inc	**AM0809-06**	**12/05/2005**	**2500.00**	**8.41**	**69.30**	**2,577.71**	**Revoked**	**45-25413-01**
TOTAL						**$2,577.71**		

Enclosure