

June 23, 2003

MEMORANDUM TO: Carl F. Dolinka, 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 TWO
DELINQUENT DEBTS (WRITE-OFF NO. FY2003-38)

Invoice Nos. AM4930-01 and AM5234-02 were issued to Woodland Diagnostic Imaging on December 23, 2002. Since these debts were not paid in a timely manner, they were referred to the Department of Treasury for collection on May 13, 2003. Woodland Diagnostic Imaging paid the principal of \$5,900 for AM4930-01 and \$4,600 for AM5234-02 leaving balances due of \$184.57 and \$146.09. We have agreed to compromise these debts and accept \$10,500 as payment in full. Therefore, you are requested to approve the write off of the remaining balance of \$330.66.

APPROVED:

/RA/

Carl F. Dolinka, Acting Director
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ADAMS - Yes/No SENSITIVE/NON-SENSITIVE PUBLIC/NON-PUBLIC

Initials - **lpt**

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DATE	06/19/03			06/ /033		06/23/03

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