

October 22, 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 A
DELINQUENT DEBT (WRITE-OFF NO. FY2004-01)

Pal Consultants was issued Invoice No. V0008-00 in the amount of \$9,403.53 on July 13, 2000. Since Pal Consultants did not pay the invoice, it was submitted to the Department of the Treasury for collection, on September 8, 2000. Pal Consultants disputed the invoice, and OGC agreed to a settlement. The debt was withdrawn from the Department of Treasury on July 19, 2001 when Pal Consultants entered into a promissory note as part of the agreement. Pal Consultants later defaulted on the promissory note and the debt was referred to the Department of Treasury on June 24, 2003. The Accounts Receivable Team is writing off this account because it was two years old on July 13, 2003. 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 accounts as uncollectible. The total amount to be written-off is \$3,653.15. Your approval for the write-off is requested.

Attachment: As stated

APPROVED:

/RA/

Carl F. Dolinka, Acting Director
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Distribution:

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Invoice File No. (V0008-00)

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

Initials - lpt

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*See attached concurrence.

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DATE	10/21/03		10/21/03		10/22/03		10/22/03	

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