

November 18, 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. FY2004-05)

Invoice Number E0003-03 was issued to Malinda L. McDonald on January 24, 2003, in the amount of \$1,395.72 for advanced sick leave and health benefit coverage incurred while employed at NRC. This account was referred to the Department of Treasury for collection on June 5, 2003. The Department of Treasury collected \$1,382.90 and agreed to compromise the balance of \$12.82. Therefore, you are requested to approve the write off of the remaining balance of \$12.82.

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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