

December 8, 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. FY2004-06)

Invoice Number AM0945-02 was issued to Cliffs Mining Services Company on December 3, 2001, in the amount of \$3,800. Since this debt was not paid in a timely manner, it was referred to the Department of Treasury for collection on June 3, 2002. The Accounts Receivable Team is writing off this account because it was two years old on December 3, 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 account as uncollectible. The total amount to be written-off is \$4,181.94. Your approval for the write-off is requested.

Attachment: As stated

APPROVED:

/RA  
Carl F. Dolinka, Acting Director  
Division of Financial Management  
Office of the Chief Financial Officer

December 8, 2003  
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Distribution:  
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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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