

Memo

To: Sally Brown, Senior Assistant Attorney General
From: Amy Andrews, Fiscal Analyst *ama*
CC: Sondra Walsh, Director Administrative Services
Date: 6/28/2013
Re: Request for Authorization to Write-Off

I formally request to write-off the attached listing of UTC Receivables. These files are being sent to you as our office has received no response to our collection efforts. The backup documents attached are an Accounts Receivable Aging Report from the UTC Revenue Tracking System (receivables which are grayed out are not included in this request for write-off) and a current Client Inventory listing from Alliance One to verify the date the receivable was placed into collection status with no account activity (accounts contained in this request are checked). There is one receivable (Bainbridge Graduate Institute) which is not in collection status due to the minimal balance of the receivable. A copy all notices sent are attached for reference.

The amount to be written off for this biennium is \$286,126.73.

Please advise as to the disposition of the attached files. Thank you for your assistance in these matters.

Approved

Denied

Signature: _____

Date: _____

Reason for Non-Approval

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