Reclamation Manual

Directives and Standards

REQUEST FOR/AUTHORIZATION FOR WRITE-OFF OF BILL FOR COLLECTION

TIE GOLOTITO OT THE	Sureau of Reclamation XX Region	
Bill for Collection		CONCURRENCE/AUTHORIZATIONS
Name of Payor		
Vendor Number	A	Authority for write-off of claims \$1,000.01 to \$10,000.00
Taxpayer ID #	-	exclusive of interest, penalty and administrative fees.
AMOUNT		the state of market principal and the state of the state
TYPE OF BILL FOR COLLECTION:		Manager, Finance & Accounting Division Date
Payroll/Health		or Regional Director
Travel		CONCUEDENCE ANTHORIZATIONS
Purchase		CONCURRENCE/AUTHORIZATIONS
Contract		
Other:		Authority for write-off of claims \$10,000.01 to \$25,000.00
REASON FOR REQUEST TO WRITE-OFF	1	exclusive of interest, penalty and administrative fees.
Inability to collect any substantial amo	ount	
Inability to locate debtor	24.11	Manager, Finance & Accounting Division Date
Cost to collect will exceed recovery		
Claim legally without merit		
Claim cannot be substantiated with e	vidence	Director, Management Services Date
Collection not in the best interest	Vidence	or Regional Director
of the United States		<u></u>
Other:		CONCURRENCE/AUTHORIZATIONS
		Authority for write-off of claims \$25,000.01 to \$100,000.00 exclusive of interest, penalty and administrative fees.
		Reference FAM No. 94-022 dated July 14, 1994
Prepared By	Dat	Manager, Finance & Accounting Division Date
Reviewed by	Dat	
Manager, Accounts Receivable and Travel or Regional Finance Officer	Team	or Regional Director
		Solicitor Date
		CONCURRENCE/AUTHORIZATIONS
Certification, Accounts Receivable and Tra	vel Team Dat	The state of the s
		Authority for write-off of claims over \$100,000.00
		exclusive of interest, penalty and administrative
		fees Reference FAM No. 94-022 dated July 14, 1994
		Manager, Finance & Accounting Division Date
		managor, r manos a rossanting striction
CONCURRENCE/AUTHORIZATIONS		Director, Management Services Date
Authority for write-off of claims up to \$1,000.00	V.	or Regional Director
exclusive of interest, penalty and administrative		
		Solicitor
Manager, Accts Rec & Travel Team	Date	2
or Regional Director		Department of Justice Date

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