

Example of Request to Write Off Reconciling Item

June 25, 2002

Memorandum

To: Mike Green, Controller

From: Suzie Q. Last, Department Head
Department X

Subject: Request to Write Off Reconciling Item

In accordance with the "Accounts Receivable Write-Off" Procedures I am requesting permission to write off an item related to Chancellor's Office payroll for Fiscal Year 2002 in the amount of \$20.88.

Background

The final vacation payout for John Doe was processed in December, 2001 and Medicare taxes were not deducted as they should have been. This resulted in an overpayment to him in the amount of \$20.88.

Summary of Communications (enclosed)

12/31/01	Letter mailed to John Doe's home address
1/28/02	E-mail sent to John Doe's personal e-mail address
3/1/02	E-mail sent to John Doe's personal e-mail address

Budgetary Impact

Since Chancellor's Office payroll is processed by the Department X, and it was our error that created the overpayment, I propose that the \$20.88 expense be charged to index XXXXX.

Please indicate your approval of this write-off by signing below and let me know if you have questions or need additional information. Upon your approval this approved request and related documentation will be routed to Business Services for processing. Thank you.

Enclosures

Approved.

Michael J. Green, Controller

Date