



Request for Accounts Receivable Write-Offs

06 Research 07 Extension 20 TVMDL

Return Completed Forms to: Texas A&M AgriLife Cash Management
2147 TAMU
College Station, TX 77843-2147

The _____ department/center requests that the following accounts receivable be charged off as uncollectible accounts. Every collection effort has been made and no further collection is foreseen. It is understood that invoices may only be written off when they are one year old or older or if the customer has filed for bankruptcy. Attached is supporting documentation (invoice copy, past due letters, etc.) showing the collection efforts made by this department/center.

FAMIS Account

Contact Person

Department/Unit Approval: _____

<i>Invoice Date</i>	<i>Invoice Number</i>	<i>Customer Name</i>	<i>Amount</i>

<i>Collection efforts pursued:</i>

<i>Additional Information:</i>

Fiscal Office Approval: _____

Date: _____

General Counsel Approval: _____

Date: _____