

# MOTT COMMUNITY COLLEGE GENERAL ACCOUNTS RECEIVABLE WRITE-OFF REQUEST

<b>Campus Location</b>	<b>date</b>
<b>Department</b>	<b>Name/Title of Requestor</b>
<b>Customer/Company name</b>	<b>Customer id#</b>

The above referenced account is an accounts receivable account that has proven to be uncollectible. Detail to support the write-off is filed in my department. The reasons for write-off are summarized below:

<u>JUSTIFICATION FOR WRITE-OFF</u>	<u>TOTAL FROM ATTACHMENTS</u>
No support documentation for invoice(s)	\$ _____
Accounts over seven years old	_____
Accounts returned by a collection agency	_____
Bankruptcy of the debtor legally declared	_____
Company no longer exists	_____
Other (please explain) _____	_____
_____	

TOTAL DOLLAR VALUE OF WRITE-OFF \$ \_\_\_\_\_

<b>Approved by Cost Center Manager</b>	<b>Date</b>
<b>Approved Executive Director of Business &amp; Student Administrative Services</b>	<b>Date</b>
<b>Approved by Vice President</b>	<b>Date</b>
<b>Reviewed by and authorized by Director of Accounting</b>	<b>Date</b>

**THE ORIGINAL FORM AND A COPY OF THE ACCOUNTS TO BE WRITTEN OFF SHOULD BE SENT TO THE ACCOUNTING OFFICE.**

Revised: 12/4/03