# Reclamation Manual
## Directives and Standards

## REQUEST FOR WRITE OFF OR CLOSE OUT OF BILL FOR COLLECTION

<table>
<thead>
<tr>
<th>Requesting Office:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill for Collection Number:</td>
<td>Amount:</td>
</tr>
<tr>
<td>Customer Name:</td>
<td>Customer Number:</td>
</tr>
</tbody>
</table>

### Type of Bill for Collection

- Payroll/Health
- Travel
- Purchase
- Contract
- Other:

### Reason for Request to Write Off

(Fiscal Services or Reclamation will continue to pursue collections unless close out is also requested)

- Debt greater than two years old and at Fiscal Services for Cross Servicing
- Other:

### Reason for Request to Close Out

(Close out package attached. Collection efforts will cease. Denver will forward to the Chief Financial Officer for approval.)

- Inability to collect any substantial amount
- Fiscal Services exhausted efforts to collect
- Inability to locate debtor
- Cost to collect will exceed recovery
- Collection not in the best interest of the United States
- Debtor Deceased
- Other:

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Reviewed By:</td>
<td>Date:</td>
</tr>
<tr>
<td>Manager, Accounts Receivable and Reimbursable Accounting or Regional Finance Officer</td>
<td></td>
</tr>
<tr>
<td>Approved By:</td>
<td>Date:</td>
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<tr>
<td>Regional Financial Manager</td>
<td></td>
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</tbody>
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