

# Reclamation Manual

## Directives and Standards

7-2684 (09-2019)  
Bureau of Reclamation



**RECLAMATION**  
*Managing Water in the West*

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

Requesting Office: _____	Date: _____
Bill for Collection Number: _____	Amount: _____
Customer Name: _____	Customer Number: _____
<b>Type of Bill for Collection</b>	
<input type="checkbox"/> Payroll/Health <input type="checkbox"/> Travel <input type="checkbox"/> Purchase <input type="checkbox"/> Contract <input type="checkbox"/> Other: _____	
<b>Reason for Request to Write Off</b>	
(Fiscal Services or Reclamation will continue to pursue collections unless close out is also requested)	
<input type="checkbox"/> Debt greater than two years old and at Fiscal Services for Cross Servicing <input type="checkbox"/> Other: _____	
<b>Reason for Request to Close Out</b>	
(Close out package attached. Collection efforts will cease. Denver will forward to the Chief Financial Officer for approval.)	
<input type="checkbox"/> Inability to collect any substantial amount <input type="checkbox"/> Fiscal Services exhausted efforts to collect <input type="checkbox"/> Inability to locate debtor <input type="checkbox"/> Cost to collect will exceed recovery <input type="checkbox"/> Collection not in the best interest of the United States <input type="checkbox"/> Debtor Deceased <input type="checkbox"/> Other: _____	
Prepared By: _____	Date: _____
Reviewed By: _____	Date: _____
Manager, Accounts Receivable and Reimbursable Accounting or Regional Finance Officer	
Approved By: _____	Date: _____
Regional Financial Manager	