

State of Rhode Island  
Department of Administration

INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Financial Officers  
**FROM:** Marc A. Leonetti, State Controller

**DATE:** March 5, 2013

**SUBJECT: UNCOLLECTIBLE ACCOUNTS AS OF JUNE 30, 2013**  
**CFO 13-07**

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Please forward a list of uncollectible accounts and the detail of collection procedures on or before April 8, 2013 to:

**Office of Accounts & Control**  
**One Capitol Hill**  
**Providence, RI 02908-5883**  
**Attn: Alicia Araujo**

Form AR-1 is to be used to report uncollectible accounts. This form is available on the controller's website: <http://controller.doa.state.ri.us>, click on the link for "*communications*" then "*chief financial officers*".

Upon completion of all necessary forms, please obtain the signature of your department/agency director and submit to Alicia Araujo on or before the deadline.

This office will notify any agency that should attend a meeting to be held in the month of May.

You may contact Alicia at 222-6407 or [Aliciaa@gw.doa.state.ri.us](mailto:Aliciaa@gw.doa.state.ri.us) with any questions.

**If you do not have uncollectible accounts, you must submit an email to Alicia stating that your agency has no requests for write offs.**