

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: March 11, 2016

SUBJECT: UNCOLLECTIBLE ACCOUNTS AS OF JUNE 30, 2016

Please forward a list of uncollectible accounts and the detail of collection procedures on or before April 11, 2016 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.gov> on the link for "forms" then "*accounting forms*".

This office will notify any agency that should attend a meeting to be held in the month of May. You may contact Alicia at Alicia.Araujo@doa.ri.gov or 222-6407 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.