



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

Peter B. Keenan, CPA, State Controller  
Office of Accounts & Control  
One Capitol Hill  
Providence, RI 02908-5890

Phone: (401) 222-6408  
Fax: (401) 222-6437

TO: Chief Financial Officers

FROM: Peter B. Keenan, CPA, Controller  
Department of Administration

DATE: March 30, 2017

SUBJECT: UNCOLLECTIBLE ACCOUNTS AS OF JUNE 30, 2017  
CFO Memo 17-07

---

Please forward a list of uncollectible accounts and the detail of collection procedures on or before April 28, 2017 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>, click on the link for "forms" then "accounting forms".

This office will notify any applicable agency to attend a meeting to be held in the month of May. You may contact Alicia at 222-6407 or [Alicia.Araujo@doa.ri.gov](mailto:Alicia.Araujo@doa.ri.gov) 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.**