



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

Peter B. Keenan, CPA, State Controller
One Capitol Hill
Providence, RI 02908-5890

Office: (401) 222-6408
Fax: (401) 222-6437
peter.keenan@doa.ri.gov

INTER-OFFICE MEMORANDUM

TO: Chief Financial Officers **DATE:** April 22, 2020
FROM: Peter Keenan
SUBJECT: **Uncollectible Accounts-Fiscal Year 2020**

As in past years, if your agency has uncollectible accounts receivable for fiscal year 2020 that need to be written-off please forward a list of those receivables, along with a description of collection procedures utilized, by May 6, 2020 to:

Office of Accounts & Control
One Capitol Hill, 4th Floor
Providence, RI 02908
Attn: Alicia Araujo
Or email to:
Alicia.araujo@doa.ri.gov

If it is determined that further information is needed from your agency, we will schedule a virtual meeting in the month of May.

We understand that many agencies are focusing all their efforts on addressing the current state of emergency. If your agency would like to request a waiver of this process for fiscal Year 2020, please submit a request to Alicia via email by May 6, 2020.

If your agency has no uncollectible accounts, please forward an email to our office (Attention Alicia Araujo) by May 6, 2020 stating you have nothing to report.

Thank you!