



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Request for Accounts Receivable Write Offs FY _____

Please review all past due receivables 6 months old and older. Please determine if these past due receivables should be written off. Please contact Accounts Receivable Staff at x1890 if you have any questions.

The _____ department requests that the following list of account receivable write-offs be charged off as uncollectible accounts. Every collection effort has been made and no further collection is foreseen. A written explanation is required as to why any receivable 6 months or older should not be written off and when collection is anticipated.

Please complete the form even if no write offs are requested. Please complete information and sign and enter 'NONE'.

FAMIS Account # _____

Department Contact Person _____

Phone: _____

Department Head Name & Signature:

_____ Date: _____

Accounts Receivable Write Offs for FY _____

Invoice Number	Customer's Name	Reason for Write off	Amount

