



**Finance & Business Services, Building 10C**  
[http://www.anu.edu.au/finance/manual/form\\_index.htm](http://www.anu.edu.au/finance/manual/form_index.htm)

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 Enquiries: (02) 6125 8723  
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## Request for Write-off (debt declared irrecoverable)

**Worksheet #**  
**(F&BS use only)**

<b>ESP Business Unit:</b>		<b>Debtor No</b>	
<b>Invoice No to be written-off</b>		<b>Date</b>	

<b>Debtor Name:</b>		<b>Staff or Student</b> (Please circle if applicable)
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### Action Taken To Date: (Please circle)

<b>Dunning Letters (Letters of demand):</b>	YES / NO	<b>Telephone Calls:</b>	YES / NO
<b>Debt Collection Agency (If No specify reason below):</b>	YES / NO	<b>Other (Specify):</b>	

<b>Detailed Reason for Write-off</b>  (attach details if space insufficient)	_____
	_____
	_____
	_____
	_____

<b>Authorisation (Business Unit)</b>	_____ <b>Uni ID</b> _____		
	<b>Name</b> _____	<b>Title</b> _____	
<b>Business Unit</b>		<b>Phone</b>	

<b>Reviewed and Recommended for Write Off FinOps (F&amp;BS)</b>	_____ <b>Uni ID</b> _____		
	<b>Name</b> _____	<b>Title</b> _____	
<b>Authorisation (Delegated Officer) go to Delegations 4.17 debtors</b>	_____ <b>Uni ID</b> _____		
	<b>Name</b> _____	<b>Title</b> _____	

To see a list of authorised officers refer to  
[http://info.anu.edu.au/OVC/Delegations/By\\_Category/\\_delegations\\_files/financial.asp](http://info.anu.edu.au/OVC/Delegations/By_Category/_delegations_files/financial.asp) (section 4.17 debtors).