



Request for Write-off (debt declared irrecoverable)	Worksheet # (F&BS use only)
--	--

Customer ID		Customer Name	
Invoice No to be written-off		Amount	
Date		* Staff OR * Student	

Action Taken To Date (Please circle)			
Dunning Letters (Letters of demand)	YES / NO	Telephone Calls	YES / NO
Debt Collection Agency (if No specify reason below)	YES / NO	Other (Specify)	
Detailed Reason for Write-off (attach details if space insufficient)			

F&BS Comments	

Authorisation (Budget Unit)	Name	_Title	Uni ID
Budget Unit			Phone

Reviewed and Recommended for Write Off (F&BS)	Name	_Title	Uni ID
Authorisation (Delegated Officer) Delegation 242	Name	_Title	Uni ID

Please attach any supporting documentation to this form and forward to Financial Operations, Finance & Business Services Division, 10C

To check delegations please see <http://www.anu.edu.au/files/governance-framework/by-category-sm.pdf> (Delegation 242)

Document information

Title	Account rec - write off request
Document Type	Form
Document Number	ANUP_000878
Version	3
Purpose	To provide form to request write off of irrecoverable debts
Audience	Staff, Students
Category	Administrative
Topic	Finance
Subtopic	Debtors
Effective Date	18 Sep 2015
Review Date	26 Mar 2021
Responsible Officer	Chief Financial Officer (director.finance@anu.edu.au)
Approved By	Chief Financial Officer (director.finance@anu.edu.au)
Contact Area	Finance and Business Services (fbs-centralsupport@anu.edu.au)
Authority	Public Governance, Performance and Accountability Rule 2014
Printed On	24 Sep 2021

Please ensure you have the latest version of this document from the Policy Library website before referencing this.