

UNIVERSITY OF HAWAII
REQUEST TO WRITE OFF UNCOLLECTIBLE ACCOUNTS

Complete form and submit with completed Legal Services Request Form (For UH Campus Requests)
to the VP for Legal Affairs and University General Counsel

Reason(s): HRS 40-82

- ☐ Debtor is no longer within the jurisdiction of the State
- ☐ Debtor cannot be located
- ☐ Debtor is unknown or cannot be identified
- ☐ Debtor has filed bankruptcy and has listed the UH as a creditor
- ☐ Account is deemed to be uneconomical or impractical to collect

Debtor's Name: _____

Last Address & Phone#: _____

<u>Invoice Date</u>	<u>Number</u>	<u>Amount</u>	<u>Description of the Debt</u>	<u>Description of Collection Efforts</u>
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Department / Organization Name: _____

Fiscal Administrator:

<u>FO#</u>	<u>Name</u>	<u>Signature</u>	<u>Phone</u>	<u>Date</u>
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Prepared by: _____
Name Date