

**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
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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