

MEMORANDUM

*Bobbie Bilinski, District Treasurer/Purchasing Agent
WCCSD Business Office
(585) 889-6225*

To: Board of Education

From: Business Office
Bobbie Bilinski

Date: May 8, 2017

Re: Accounts Receivable Write-Off Request

This is to request that the following list of accounts receivables be charged off as uncollectible. Every collection effort has been made and no further collection is foreseen.

Below is the list of the Accounts Receivable that have been determined to be uncollectable by the District:

<u>Invoice Date</u>	<u>Customer's Name</u>	<u>Description</u>	<u>Amount</u>
7/6/2010	Ronald Boylan	Health Insurance	\$ 829.28
12/2/2013	Elwood C. Jordan	Red Light Ticket	\$ 50.00
10/1/2014	Michael A. Lucas	Dental Insurance	\$ 54.58
2/24/2014	Theta Chi Fraternity	Facilities Use	\$113.80
5/10/2012	Rochester City School District	2010-11 Foster Tuition	\$23,467.00

Regards,
Bobbie Bilinski