



## Fiscal Services

351 NW North Street  
Chehalis WA 98532

Date: February 17, 2015

To: Michael Strozyk, Central Services Director

From: Carma Oaksmith, Fiscal Administrator *aw*

Re: Information Services Write Off Approval

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Amount of write off: \$ 478.48, Account Names: City of Pe Ell.

The attached reports are documentation of Sprint Communication Invoice that shows air cards billed to the City of Pe Ell in the amount of \$478.48 which should be written off for one (or more) the following reasons:

- Items are no longer billable or collectable due to the date of service.
- Sent to the collection agency and all collection attempts have failed.

Other: Multiple attempts to collect the outstanding \$478.48 have been made over the years. The entire amount has been in dispute by the Town of Pe Ell as an unauthorized charge as they were under the impression the LETPA Grant was responsible for this payment and that staff never notified them of the charge at the time. Outstanding charge has been pending since September 1, 2008.

Approved for write off:

*Carma Oaksmith* Director *2/19/15*  
Signature Date