



**STATE OF CONNECTICUT**  
**OFFICE OF POLICY AND MANAGEMENT**

TO: All Agency Heads

FROM: Melissa McCaw, Secretary

SUBJECT: Policy for Uncollectible Accounts

DATE: June 20, 2019

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Pursuant to Section 3-7(b) of the Connecticut General Statutes, the Office of Policy and Management (OPM) may authorize the cancellation upon the books of any state department or agency of any uncollectible claim for an amount greater than \$1,000 due to an agency. OPM's policy regarding these requests from agencies can be found on OPM's website at:  
[https://www.ct.gov/opm/cwp/view.asp?a=2983&q=434710&opmNav\\_GID=1806](https://www.ct.gov/opm/cwp/view.asp?a=2983&q=434710&opmNav_GID=1806).

OPM's policy indicates that all requests to cancel uncollectible accounts shall be submitted to the Office of Finance. Kimberly Kennison, Executive Financial Officer, or her designee, Valerie Clark, is authorized to act upon these requests on behalf of OPM.

Please direct any questions regarding this matter to Kimberly Kennison at 860-418-6422 or at [kimberly.kennison@ct.gov](mailto:kimberly.kennison@ct.gov) or Valerie Clark at 860-418-6313 or [valerie.clark@ct.gov](mailto:valerie.clark@ct.gov).

c: Kimberly Kennison, Executive Finance Officer  
Valerie Clark, Fiscal Administrative Manager