



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

TO: All Agency Heads

FROM: Melissa McCaw, Secretary

A handwritten signature in blue ink, appearing to read "Melissa McCaw".

SUBJECT: Requests to the Office of Policy and Management (OPM) to Cancel Uncollectible Accounts

DATE: September 28, 2020

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Pursuant to Section 3-7(b) of the Connecticut General Statutes, OPM may authorize the cancellation upon the books of any of any state department or agency of any uncollectible claim for an amount greater than \$1,000. 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 Kelly Clark, who are 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 Email: [Kimberly.kennison@ct.gov](mailto:Kimberly.kennison@ct.gov) or Kelly Clark at Email: [Kelly.clark@ct.gov](mailto:Kelly.clark@ct.gov).

cc: Kimberly Kennison, Executive Finance Officer  
Kelly Clark, Office of Finance