	<b>Petroleum Restoration Program Guidance</b>  <b>PO Cancellation and/or Request for Replacement Site</b>	<b>Author:</b> Kyle Kilga
		<b>Updated:</b> 02/04/21


**PURPOSE:** To cancel a Purchase Order (PO), when the scope of work cannot be completed, or to request a replacement site when the PO was CSF assigned and due to circumstances beyond the control of the ATC, the site is not available for work under the ATC’s contract.

If a PO is issued and no work was able to be completed, the PO Cancellation form must be completed and processed to cancel the PO in MFMP. A PO does not require cancellation if any work has been authorized for payment, since the final invoice with Release of Claims form will close out the PO.

If a replacement site is requested by the ATC, the PO Cancellation form must be completed regardless of whether any work was completed and authorized for payment. Replacement sites can only be approved if the PO was assigned using the Contractor Selection Formula, and due to circumstances beyond the control of the Contractor, the site is not available for work under the Agency Term Contract (i.e. on-site access issues). Owner/Responsible Party selecting a different Contractor through the Alternative Contractor Selection options identified in 62-772.401, Florida Administrative Code (Advanced Cleanup, Cost Share, Conditional Closure Agreement, etc.) does not qualify for a replacement site.

**PROCESS:**

- 1) ATC submits PRP Purchase Order (PO) Cancellation Request form to Site Manager
- 2) Site Manager reviews form and supporting documentation for completion
  - a) Assure all fields are completed accurately
  - b) Review description/justification for cancellation and supporting documentation
  - c) Verify if any work has been completed and if the contractor has been authorized for payment
    - i) If work has been completed and contractor has been authorized for payment, the PO cannot be cancelled. The ATC must submit a final invoice including Release of Claim form to close out the PO. If a replacement site was requested, proceed to step 3
    - ii) If no work was completed and authorized for payment, the PO Cancellation must be processed thru MFMP. Proceed to step 3
- 3) Site Manager approves request with signature (electronic signature preferred) and checks the appropriate box regarding recommendation of a replacement site. The completed form with supporting documentation is forwarded to their Team Leader. Local Programs and Teams 5 and 6 – requests should be reviewed by supervisor and then forwarded to Susan Fields for Team Leader approval.
- 4) Team Leader approves request with signature (electronic signature preferred) and checks the appropriate box regarding recommendation of a replacement site. The completed form with supporting documentation is forwarded to PRP Contracts – Kyle Kilga ([Kyle.Kilga@dep.state.fl.us](mailto:Kyle.Kilga@dep.state.fl.us)) and cc: Blake Miller ([Blake.Miller@FloridaDEP.gov](mailto:Blake.Miller@FloridaDEP.gov)) for replacement site approval.

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- 5) PRP Contracts reviews the request for a replacement site and approves the request with signature (electronic signature preferred) and checks the appropriate box regarding recommendation of a replacement site. If replacement site is not approved, a written justification should be added. The completed form with supporting documentation is forwarded to PRP Accounting – Russ Rhodes ([Russell.Rhodes@dep.state.fl.us](mailto:Russell.Rhodes@dep.state.fl.us)) for PO cancellation in MFMP.
- 6) PRP Accounting will submit the request in MFMP and cancel the TA in STCM if applicable.
- 7) After the request is fully approved, the Contractor will receive a notice via email from Ariba that the purchase order was cancelled.
- 8) PRP Accounting will insert the cancellation with documentation in OCULUS, forward the documentation via email to the Site Manager. If a replacement site was approved, email will also include Kyle Kilga, Shawna Clayton, and Andy Brackney to offer the next available CSF assigned site in the region as a replacement.