**Memorandum**

**TO:** Petroleum Restoration Program, FDEP

**Through:** Supervisor (Susan Fields for Local Programs, Team 5 or Team 6)

**FROM:** Site Manager 1 or Supervisor

**SUBJECT:** Delegation of Authority

**DATE:** November 1, 2021

Site Manager 1 has delegated approval to certify the satisfactory receipt and acceptance of services and approval of the contractual services invoice in MyFloridaMarketplace to Site Manager 2/Supervisor. The delegation will be effective from MM/DD/YY to MM/DD/YY. During that time period, Site Manager 2 will review and approve all invoices, purchase orders and change orders that would normally approved by Site Manager 1.

If you have any questions, please contact me at (626) 555-3455.