Petroleum Restoration Program (PRP)
PURCHASE ORDER (PO) CANCELLATION REQUEST FORM
and/or REQUEST FOR REPLACEMENT SITE

This form must be completed by the contractor to request cancellation of a Purchase Order (PO) if no work has been completed. Submit completed form to the PRP site manager (with supporting documentation).

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. Completion of this form does not guarantee that a replacement site will be approved.

Agency Term Contractor Company Name

Phone Number

CID #

ATC Contact Name

E-mail Address

PO #

PRP Reference # (TA #)

SPI #

Facility ID (9 digits)

Site Name (as listed in PO)

Describe reason for cancellation request and justification. Attach additional documentation as necessary. (For site access, discuss attempts made to gain site access.)

Has any work been completed and authorized for payment under this PO? Yes No

With submission of this request, I understand that if/when the PO is cancelled, no payments can be processed.

ATC Contract Manager – Sign and Date

Replacement Site Requested by ATC?

Yes No

For FDEP Use Only

Site Manager Approval - Sign & Date

Recommend Replacement?

YES NO

LP/T5/T6 Manager Approval(if applicable)

Recommend Replacement?

YES NO

Team Leader Approval - Sign & Date

Recommend Replacement?

YES NO

PRP Contracts (Only Required If Replacement Site Requested)

Replacement Approved?

YES NO

PRP Accounting Processed Cancellation (PO & TA)