To: Lydia Louis, Finance and Accounting

Through: Russ Rhodes, PRP Accounting

From: Site Manager’s Name and Title

Petroleum Restoration Program Section X

Date: {Date}

Re: Request to Unencumber Funds

Work Order # or Task Assignment #

Facility ID #

Site Name

*If the work order or task assignment has not been signed & returned from the contractor, an unencumbrance memo is not necessary.*

*If no invoices have been received on the work order or task assignment, the appropriate person must cancel the work order or task assignment in STCM. If invoices have been received an adjustment will be made by BPSS Accounting unencumbering the remaining balance in STCM.*

*Complete the memo template stating the amount and reason for the unencumbrance.* ***Attach the front page of the work order or task assignment and any documentation pertinent to the unencumbrance including amendments for PBC’s and PFP’s.***

*Submit the original memo with documentation to PRP Accounting. PRP Accounting will insert a scan of the memo into Oculus after our processing.*

*Sample memo wording:*

Work order (or task assignment) # XXXX-XX-WXXXXX, issued on {Cost Center Administrator date} has been cancelled. The balance of {amount} should be unencumbered. The work order (or task assignment) has been cancelled because {brief explanation of the reason(s) it is being cancelled}.

Or…

Work order (or task assignment) # XXXX-XX-WXXXXX, issued on {Cost Center Administrator date} has been closed out. The remaining balance of {amount} should be unencumbered. The work order (or task assignment) has been closed because {brief explanation of the reason(s) it is being cancelled}.

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Team Leader’s Signature Date

ec: Derrick Woodard – Derrick.Woodard@dep.state.fl.us

Site File