To: Russ Rhodes, PRP Accounting

Through: Billy Hessman, Program Administrator

Through: Team Leader, Title

Petroleum Restoration Program Section X

From: Site Manager’s Name and Title

Petroleum Restoration Program Section X

Date: {Date}

Re: Request to Unencumber Funds

Task Assignment #

Facility ID #

Site Name

*Complete the memo template stating the amount and reason for the unencumbrance.* ***Attach any documentation pertinent to the unencumbrance including amendments for PBC’s.***

*Submit the original memo with documentation to PRP Accounting and it will be inserted into Oculus after our processing.*

*Sample memo wording:*

Task Assignment # GCXXX-XXXX, issued on {Cost Center Administrator date} has been cancelled. The balance of {amount} should be unencumbered. The Task Assignment has been cancelled because {brief explanation of the reason(s) it is being cancelled}.

Or…

Task Assignment # GCXXX-XXXX, issued on {Cost Center Administrator date} has been closed out. The remaining balance of {amount} should be unencumbered. The 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: Adina Phillips – [Adina.R.Phillips@floridadep.gov](mailto:Adina.R.Phillips@floridadep.gov)

Site File