

## 5.1.4 CANCELLATION

When a purchase order is being cancelled in MFMP, the user will select “Cancel Requisition”. Cancellation request shall include justification on why it is being cancelled and submit.

For instruction on how to “Cancel” a purchase order in MyFloridaMarketPlace visit the MFMP Training Site at <http://training.myfloridamarketplace.com/buyer>

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