



## Confidential Information Removal Request Form PUR 3785

**Instructions:** With the MFMP 3.0 upgrade, customers can delete their own attachments. This form shall be utilized when a customer is no longer with the agency or there is data that cannot be removed by customer. Please provide the information requested below and submit to MFMP as directed herein. Include all versions and specific locations where confidential information is located.

The completed form must be signed by the Agency Purchasing Director, Finance and Administration Director, or MFMP Information Security Officer (or equivalent). Completed forms should be submitted to [buyerhelp@myfloridamarketplace.com](mailto:buyerhelp@myfloridamarketplace.com). We recommend that you maintain a copy of this document for your agency records.

Agency:

Transaction Identifier (i.e. PR # or IR #):

Information to be removed:

Attachment Filename(s):

Comment Text(s):

Author:

Date Comment Entered:

Comment Replacement Text:

Line Item Description:

Line Item Number:

Line Item Description Replacement Text:

Reason for Removal:

Requesting Agency Contract (Must be Agency Purchasing Director, Finance & Accounting Director or Security Officer)

Printed Name:

Title:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_