

Procedures for Duke Energy Relocation Packages

Effective August 15, 2016

- 1) *The packages will be sent electronically to the assigned Utility Coordinator in the Unit.*
- 2) *The package will be forwarded to the assigned PSF Firm that is assigned to the project for review and approval.*
- 3) *The Assigned Coordinator with the Firm will review and approve the package and send an email to the assigned coordinator in the Unit that it is ready for approval and entry in SAP.*
- 4) *The Assigned Coordinator will review the package and sent to their Supervisor for approval.*
- 5) *The Area Agent will review the package and plans and send an email back to the assigned Coordinator that the plans and package are approved for entry in SAP.*
- 6) *The assigned Coordinator will enter the Purchase Order in SAP for approval and attached the PDF of the backup information into SAP.*
- 7) *The Area Agent will review the PO and approve it in SAP.*

