



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 30, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 07-25
Delivered via Campus Email

MEMO TO: All Students and Employees
FROM: Mary Lee Hodge, Vice President for Business Affairs
RE: Tuesday, January 2, 2007

Pursuant to a proclamation issued by President Bush declaring a federal holiday, Governor Perry has issued Executive Order RP-62 that declares Tuesday, January 2, 2007 as a Day of Mourning in Texas to honor the memory of President Gerald R. Ford. In accordance with this directive, President Wright has closed all Prairie View A&M University locations on Tuesday, January 2, 2007. All offices will resume operations at 8:00 a.m. on Wednesday, January 3, 2007.

In recognitions of the fact that employees are currently on holiday, all supervisors are asked to contact their direct reports to ensure that all employees receive this notice. Since the campus is closed on Tuesday and that would have been a pay day, employees who have not completed a direct deposit form will experience a one-day delay in obtaining their check.

xc: President Wright