



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 5, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-08
Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge *mhl*
Vice President of Business Affairs

RE: FAMIS Requisition Entry and Approval Training

FAMIS Requisition Entry and Approval training sessions will be conducted on Thursday, October 19, 2006 from 1:00p.m. - 4:30 p.m. and Friday, October 20th from 8:30 a.m. – 12:00 p.m. in Harrington Science Building, Room 101. Both sessions will cover the same material therefore, attendance is necessary for only one session.

Training is required for department personnel who enter or approve purchase requisitions in the Financial Accounting Management Information System (FAMIS). The training is also open to individuals who have attended training previously and would like a refresher.

Training will be provided in the FAMIS training environment for all who attend. However, approved Account Profile forms (copy attached) will be required prior to establishing access in the FAMIS production environment, enabling the user to enter or approve requisitions.

To schedule a training session please contact Donald Burg by email at dwburg@pvamu.edu; telephone at 936-261-1906 or Kay Peavy by email at wkpeavy@pvamu.edu; telephone 936-261-1933. Space is limited therefore you will need to RSVP by Monday, October 16th.