



PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

November 1, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-12
Distributed via Campus Email

TO: All Employees

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

RE: Document Retention Compliance in Business Affairs

Prairie View A&M University strives to ensure that it is compliant with Texas A&M University System Regulations regarding document retention rules. The departmental offices of Business Affairs will be unavailable from 8:00 a.m. – 5:00 p.m. on selected dates for file maintenance. In order for the departments to provide you with the same exemplary services you are accustomed to, we are requesting that you submit any documents or requests before the closing dates of the offices. The following closing dates will be observed:

Institutional Research	Friday, November 3, 2006
Budget & Payroll	Monday, November 6, 2006, Thursday, November 2, 2006, & Thursday, November 16, 2006
Accounting Services	Tuesday, November 7, 2006 & Wednesday, November 8, 2006
Treasury Services	Friday, November 10, 2006 & Monday, November 20, 2006
Environmental Health & Safety	Thursday, November 16, 2006
Controller's Office	Friday, November 17, 2006
Human Resources	Friday, November 17, 2006
Procurement & Accounts Payable	Monday, November 27, 2006 & Tuesday, November 28, 2006
Travel Office	Friday, November 10, 2006 & Friday, November 17, 2006

Normal office operations will resume the following business day. If you have any questions regarding this update, you may contact me by email at mlhodge@pvamu.edu or 936-261-2150. Thank you in advance for your understanding of our need to have this dedicated time.