



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 6, 2006

OFFICE OF BUSINESS AFFAIRS MEMORADUM No. FY07-15

Memo FY07-15 Supersedes VPBA Memo 06-31

Distributed via Campus Email

To: President, Vice Presidents, Deans, Directors and Department Heads

From: Mary Lee Hodge *MLH*
Vice President for Business Affairs

Re: Emergency Contact Information

We (Prairie View) are preparing ahead for emergencies by requesting that up-to-date emergency contact information for faculty and staff be submitted. It is very essential that we have in place the necessary contact information readily available in case a disastrous situation occurs. Please complete the attached spreadsheet for each faculty and staff member in your unit/department and submit the electronic document to Paula Sandles via email at pgsandles@pvamu.edu This information is needed by November 22, 2006 and will only be utilized in emergency instances.

xc: Mr. Lloyd Iglehart

pgs/mlh