



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 1, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-37
Distributed via Campus Email

TO: All Department Heads/ Accountable Property Officers

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

RE: FY2007 Inventory Audits - Rescheduled

The Fixed Assets Department has scheduled an additional date for inventory audit training on Wednesday, February 7, 2007 from 9:00 a.m. and 2:00 p.m. for those who were not able to attend one of the previous trainings. This additional training date will substitute for the rescheduling due to the general assembly held on January 24, 2007. The training will be held in John B. Coleman Library Room 108. If you have any questions or concerns, please contact Charles Washington clwashington@pvamu.edu or 936-261-1916 or Sceffers Ward svward@pvamu.edu or 936-261-1915.

xc: Rod Mireles
Charles Washington
Sceffers Ward

MLH: ylg