



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 2, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-50
Delivered via Campus Email

To: Vice Presidents, Deans, Directors and Department Heads

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Risk Transfer Insurance Programs

TAMUS Regulations 24.01.03, Risk Transfer Program and TAMUS Regulation 24.03, Insurable Risk, outline the policies each University is to follow to ensure that insurable risks are evaluated and insurance coverage is secured, when applicable.

The Texas A&M University System Office of Risk Management is responsible for assessing the various insurable risks which face the A&M System. The Office of Risk Management will make recommendations on the most appropriate manner, in which to secure proper coverage for potential loss exposure.

All proposed insurance policy purchases at PVAMU must be sent to my office for review and approval. I will forward your request to the TAMUS Office of Risk Management that must approve all insurance procurement actions. My office will serve as PVAMU's designated point of contact for all insurance procurement matters. Please, read and familiarize yourself with System Regulations 24.01.03 and 24.03. By following the procedures detailed in these two regulations we will benefit from leveraging the collective purchasing power of the combined membership of our fellow System universities and agencies.

xc: Dr. George C. Wright, President