



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 3, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-52

Delivered via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge  
Vice President for Business Affairs

Re: Contract Office

Mr. Richard Hamilton, our Contract Analyst departed on March 30, 2007 for a period of one (1) year active duty with the U.S. Army. We hope you join us in expressing well wishes to Mr. Hamilton as he departs for active duty.

In order that we may keep all contracts, agreements and proposals flowing as expeditiously as possible, we have employed a temporary Contract Officer, Ms. Grace Lee. Ms. Lee will be working on a part-time schedule during the month of April, and effective May 1, 2007 she will be full-time. Her office will be located in the Harrington Science Building, Room 102, and she can be reached by telephone at 936-261-1741.

During the month of April while Ms. Lee is working in a part-time capacity, all agreements, contracts and proposals should be routed to the Office of Business Affairs for the appropriate reviews and approvals. During this transitional period, we are requesting that you adhere to a ten (10) business day advance submission deadline and that all contracts have a completed coversheet. The coversheet can be found at the following web address <http://www.pvamu.edu/pages/2545.asp>.

If you have any questions you may contact me via email at [mlhodge@pvamu.edu](mailto:mlhodge@pvamu.edu) or 936-261-2150.

xc: Dr. George C. Wright, President