



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 23, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-66

Distributed via Campus Email

TO: All Employees

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: Deadline for Application for Full-Time Employee Waiver

The deadline to turn in applications for the full-time employee waiver for Spring 2007 is June 11, 2007. **No applications will be processed after this date.** Please be sure to follow the instructions on the application and make sure that each department listed for approval checks the appropriate boxes in their section. If the appropriate boxes are not checked, the application will be returned unprocessed to the department needing to make the necessary corrections. Please keep in mind that failure to follow the instructions on the application may hinder the processing of your application and your reimbursement. Please allow ten (10) business days for processing.

An application is attached for your convenience. If you have any questions or concerns, you may contact Ms. Equilla Jackson at extension (936)261-1941 or via e-mail at eqjackson@pvamu.edu.

xc: Ms. Equilla Jackson

MLH:pgs

Enclosure