



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 4, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-67
Delivered via Campus Email

To: All Employees
From: Mary Lee Hodge, Vice President for Business Affairs
Re: Document Retention Compliance in Business Affairs

Prairie View A&M University strives to ensure that it is compliant with the Texas A&M University System Regulations regarding document retention rules. The departmental offices of Business Affairs will be unavailable from 8:00 a.m. – 5:00 p.m. on selected dates for file maintenance. In order for the departments to provide you with the same exemplary services you are accustomed to, we are requesting that you submit any or requests before the closing dates of the offices. The following closing dates will be observed:

Travel Office	Friday, June 1, 2007
General Accounting	Tuesday, June 12, 2007
Treasury Services	Tuesday, June 1, 2007 Wednesday, July 18, 2007
Environmental Health & Safety	Thursday, June 14, 2007
Information Technology	Friday, June 15, 2007
Payroll	Friday, June 15, 2007
Human Resources	Friday, June 22, 2007
HUB	Wednesday, June 27, 2007
Procurement Services	Wednesday, June 27, 2007
Budgets	Tuesday, July 10, 2007
Controller's Office	Friday, July 27, 2007
Institutional Research	Monday, August 13, 2007

Normal office operations will resume the following business day. If you have any questions regarding this update, you may contact me via email at mlhodge@pvamu.edu or 936-261-2150. Thank you in advance for your understanding of our need to have this dedicated time.