



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 23, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-90
Delivered via Campus Email

To: President, Vice Presidents, Deans, Directors and Department Heads

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Emergency Contact Information

We are preparing for emergencies by requesting that up-to-date contact information for faculty and staff be submitted. It is essential that we have in place readily available information in case a disastrous situation occurs. Please complete the attached spreadsheet for each faculty and staff member in your unit and submit the electronic document to Sherrie Johnson via email at sljohnson@pvamu.edu. This information is needed by August 31, 2007 and will only be utilized in emergency instances. Thank you in advance for your timely response.

xc: Dr. George C. Wright
Mr. Lloyd Iglehart

MLH: slj