



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 3, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-12
Distributed via Campus Email

To: Vice Presidents, Deans, Directors and Department Heads

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Long Distance Codes

The VoIP Office is in the process of issuing new long distance codes for all University employees. All department heads and unit managers must submit a list of employees who will have long distance privileges. Beginning next month, the current long distance codes will be deactivated. Any employee who is not shown on our updated listing will no longer have long distance privileges.

To submit information, please follow these instructions:

- Download the Long Distance Code Sheet at www.pvamu.edu/longdistancecode.
- List all employees who will have long distance codes, a contact person for your office, and billing account numbers for each employee.
- Submit the Long Distance Code Sheet via email to telephone_office@pvamu.edu.

The final deadline for the submission of your list is Monday, October 15, 2007. If you have any questions, please contact Midhat Asghar at 936-261-2156 or via email at miasghar@pvamu.edu.