



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 30, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-16

Distributed via direct Email

To: Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: University Contracts and Agreements

Effective November 1, 2007 all agreements, contracts, proposals etc., should be routed to the Procurement and Contract Office located in W.R. Banks Building, Room 104. During the 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 Ms. Kay Peavy via email at wkpeavy@pvamu.edu or 936-261-1933 or Mr. Randy Millin via email at rmillin@pvamu.edu or 936-261-1930.