



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 26, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-18  
Distributed via Campus Email

TO: All Employees

FROM: Mary Lee Hodge  
Vice President of Business Affairs

RE: Office Closure for Document Retention Compliance

In order to ensure compliant with Texas A&M University System Regulations regarding document retention rules, the Budget Office and Payroll Office will be closed on November 27, 2007 from 8:00 a.m. – 5:00 p.m. for file maintenance cleanup. Normal office operations will resume the following business day. If you have any questions regarding this update, you may contact me by email at [mlhodge@pvamu.edu](mailto:mlhodge@pvamu.edu) or 936-261-2150. Thank you in advance for your understanding of our need to have this dedicated time.