



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 3, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-21
Delivered 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 departments listed below will be closed from 8:00 a.m. to 5:00 p.m. for file maintenance cleanup. Questions or mail delivery for either of these offices may be directed to the Office for Financial Services at 936-261-1961 or W.R. Banks Building, Room 115.

- Account Payables Office – December 4, 2007
- ProCard Office - December 4, 2007
- Travel Office - December 5, 2007

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 or 936-261-2150. Thank you in advance for your understanding of our need to have this dedicated time.