



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 3, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 08-42

Distributed via Campus Email

To: All Faculty and Staff

From: Mary Lee Hodge  
Vice President for Business Affairs

Re: Collection of Funds from Students

Prairie View A&M University has established cash collection procedures that need to be followed by all faculty, staff and students to ensure we are in compliance with all laws, policies, rules and regulations. To this end, this is a reminder that no faculty, staff or student member should collect cash from any student without written approval from the Assistant Vice President for Financial Services. Such approval is not to be granted until appropriate training has been completed by all relevant individuals in the requestor's unit. The cash collection procedures are online in the Policy Library at <http://www.pvamu.edu/pages/1234.asp>.

xc: Dr. George C. Wright  
Ms. Marilyn Maynard  
Ms. Equilla Jackson

MLH/pgs