



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 10, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-55

Delivered via Campus Email

To: All Employees

From: Mary Lee Hodge, Vice President for Business Affairs

Re: Document Retention Compliance in Business Affairs

Prairie View A&M University strives to ensure that it is compliant with the Texas A&M University System Regulations regarding document retention rules. The departmental offices of Business Affairs will be unavailable from 8:00 a.m. – 5:00 p.m. on selected dates for file maintenance. In order for the departments to provide you with the same exemplary services you are accustomed to, we are requesting that you submit any requests before the closing dates of the offices. The following closing dates will be observed:

Financial Accounting, Reporting & Procurement (FARP)	Monday, June 16, 2008
Telephone Office	Monday, June 16, 2008
Human Resources	Wednesday, June 18, 2008
Information Technology	Monday, June 23, 2008
Travel Office	Wednesday, June 25, 2008
Accounts Payable & ProCard	Thursday, June 26, 2008
Benchmarks	Friday, June 27, 2008
Treasury Services	Monday, June 30, 2008
Institutional Research	Thursday, July 3, 2008
Payroll	Monday, July 7, 2008
Budget & Reconciliations	Thursday, July 17, 2008

Normal office operations will resume the following business day. If you have any questions regarding this update, you may contact me via email at mlhodge@pvamu.edu or 936-261-2150. Thank you in advance for your understanding of our need to have this dedicated time.