



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 10, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-62

Delivered via Campus Email

To: All Faculty, Staff and Students
From: Mary Lee Hodge
Vice President for Business Affairs
Re: Temporary Relocation of Departments

The Harrington Science Building is undergoing several deferred maintenance projects. The following departments located in the Harrington Science building will temporarily move to alternate locations on Monday, July 28th and Tuesday, July 29th, 2008.

The following departments will be relocated to the locations listed below.

<u>Office</u>	<u>Temporary Location</u>	<u>Temporary Telephone</u>
Human Resources & SEO	JB Coleman 209 & 210	1560 & 9330
Solar Observatory	JB Coleman 212	1544
Parking	MSC 107/Welcome Center	1700, 857-4935
Travel	WR Banks 113/114	1961 & 1904
Contracting	WR Banks 128A	1906
Campus Planning	WR Banks 316	2090

All of the departments listed above will return to their office locations in Harrington Science and operations shall resume on Wednesday, July 30, 2008.