



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 14, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-70

Distributed Via Campus Email

TO: Procurement Card Holders

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: Year End Deadlines for Procurement Card

Below is the schedule for fiscal year end (August 31, 2008) Procurement Card Deadlines. It is important to review the schedule closely, and take the necessary measures to ensure your expense reports are submitted to the Procurement Card Office by the dates outlined before.

Description	Date
Final date to use Pro Card for FY08	Sunday, August 31, 2008
Expense Report Available in SDOL	Wednesday, September 3, 2008
Pro Card Expense Report Due to Procurement Office	Monday, September 8, 2008 (COB)

Please contact Uel Smith at ext. 1929 or Sceffers Ward at ext. 1915 if you have any questions.

Xc: Ms. Marilyn Maynard
Ms. Juliette Spivey
Mr. Sceffers Ward
Mr. Uel Smith