



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 2, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-01

Distributed via Campus Mail

To: President Wright, All Vice Presidents, Deans,  
Department Heads, Directors, and Account Managers

From: Mary Lee Hodge  
Vice President for Business Affairs

Re: Appointment Processing Deadline

EWR, DBR and EPA documents must be processed by 5:00 p.m on September 3, 2008 to ensure timely employee compensation. Documents processed after September 3, 2008 will not be eligible for the one-time merit bonus so accuracy and timeliness is critical.

If you have any questions, you may contact me via email at [mlhodge@pvamu.edu](mailto:mlhodge@pvamu.edu) or by telephone at 936-261-2150.

xc: Dr. George C. Wright  
Betty Ricks

MLH: cpc