



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 8, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 09-31  
Distributed via Campus Email

To: University Staff

From: Mary Lee Hodge  
Vice President for Business Affairs

Re: Workshop "Impacting Policy-Impacting People" on December 17, 2008

Financial Services is presenting ½ day workshop on several topics for staff that handle payments to vendors, procard expenditures, travel reimbursements, payroll, and/or collections of funds. The workshop will be held on Wednesday December 17, 2009 from 8a.m. to 12 noon in the MSC Ballroom D. If you are interested in attending please RSVP to Victoria (Pappy) Munos at [vimunos@pvamu.edu](mailto:vimunos@pvamu.edu) or (936)261-1961.

See attached flyer and distribute as necessary.

xc: Ms. Marilyn Maynard

MLH:pgs

Enclosure