



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 23, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-54
Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: **REMINDER** - Cash Disbursement Training

This is a reminder that the Financial Services Department will be offering a Cash Disbursement training on Thursday, February 26, 2009 from 8:00-12:00. The training will be held in the Harrington Science Building Room 101 (HR Training Room). Anyone who creates purchase documents, approves and/or signs them is required to attend these disbursement training.

Please call Donna Bean at extension 1928 if you have any questions.

xc: Marilyn Maynard
Juliette Spivey