



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 3, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-58

Delivered via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Office Closure – Budget Office (March 5-6, 2009)

The Budget Office will be closed on March 5-6, 2009 from 8:00a.m.-5:00 p.m., for a workshop on “*Budget Best Practices*”. Mail can be delivered to the office as normal. If you have questions that need immediate attention you may email baricks@pvamu.edu or dtalexander@pvamu.edu , and your questions will be responded to when time allows from the workshop.

Normal office operations will resume on Monday, March 9, 2009. If you have any questions, you may contact me by email at mlhodge@pvamu.edu or 936-261-2150.

xc: President Wright

MLH: pgs