



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 7, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-68

Distributed via Campus Email

TO: Vice Presidents, Deans, Directors and Department Heads

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: Office of Compliance Training on Internal Controls

The Office of Compliance will be conducting training on “Internal Control.” This two-hour training will present a brief, practical discussion of internal controls for employees and unit managers. The participant will learn the basics of implementing and maintaining an effective internal control system as well as the importance of adequate internal controls for reducing the business risk. This training is required for all department heads and other employees they deem necessary.

Please e-mail a list of employees in your unit, including yourself, who will attend the Internal Control training to Terra Williams at tnwilliams@pvamu.edu or Tasmina Quddus at taquddus@pvamu.edu. The trainings will take place as shown below:

Date	Time	Location
Wednesday, April 22, 2009	10:00 a.m. – 12:00 p.m.	Harrington Building, Rm. 101
Wednesday, May 27, 2009	10:00 a.m. – 12:00 p.m.	Harrington Building, Rm. 101
Wednesday, June 24, 2009	10:00 a.m. – 12:00 p.m.	Harrington Building, Rm. 101
Wednesday, July 29, 2009	10:00 a.m. – 12:00 p.m.	Harrington Building, Rm. 101
Wednesday, August 26, 2009	10:00 a.m. – 12:00 p.m.	Harrington Building, Rm. 101

We appreciate your efforts to enhance the University’s compliance with state and system regulations. If you have any questions, please contact Tasmina Quddus at taquddus@pvamu.edu or Terra Williams at tnwilliams@pvamu.edu.

xc: George C. Wright, President

MLH:pgs