



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 12, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-77

Distributed via Campus Email

To: University Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Workshop "Guidance for a Successful Outcome" on May 20, 2009

The Offices of Financial Accounting Reporting & Procurements and Budgets and Reconciliations will be presenting a workshop on the following topics: Budgets (including EPA's and DBR's); Quarterly account review certifications; FAMIS/Canopy; Account Profiles; Procurement and Contracts; and Fixed Assets.

The workshop will be held on Wednesday, May 20, 2009 from 8:30 A.M. to 11:30 A.M. in Julius W. Becton Auditorium of the A.I. Thomas Administration Building. Attached flyer provides additional information on the workshop.

Please RSVP Rose Loewe at raloewe@pvamu.edu or extension 1908 if you are interested in attending.

xc: Mr. Rod Mireles
Ms. Betty Ricks-Harris

MLH:pgs

Enclosure