



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 22, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 09-95

Distributed via Campus Email

To: All Employees

From: Mary Lee Hodge
Vice President of Business Affairs

RE: FAMIS Exempt Document (E-Doc) Implementation and Training Schedule

The Office of Procurement and Contracts, in partnership with the Office of Accounts Payable, is in the process of implementing a new phase of the FAMIS Purchasing module, for processing of Exempt Purchases. These purchases are referred to as Exempt Documents (E-Doc) and are for processing of purchase requests that do not require review by Procurement and Contracts. Use of the E-Doc process will reduce the number of offices handling certain documents, as well as reduce processing time for those documents.

The target date for full implementation of E-Doc processing is September 15, 2009. After this date, requisitions for registration, membership fees, travel, and other designated exempt categories will not be processed by Procurement. Departments will be required to use the E-Doc process for processing of all E-Doc qualified purchases that cannot be paid with the procurement card. Though the target date for implementation is September 15th, access will be provided for E-Doc processing as department enterers are trained.

The training is open and recommended for all department personnel who are involved with the procurement process (i.e. secretaries, account managers, department heads, etc.). However, training is mandatory for document creators (enterers). Access for entry of documents will not be provided until training has been received.

E-Doc Training will be held in Harrington Science Training Room 101, on the dates and times listed below. Seating is limited. Therefore, participants are required to RSVP prior to the training session you plan to attend. You should RSVP to Ms. Donna Bean at ddbean@pvamu.edu.

Thursday, June 25th; 1:00-3:00 pm

Thursday, July 2nd; 1:00 -3:00 pm

Wednesday, July 22nd; 3:00-5:00 pm

Thursday, Aug 6th; 1:00-3:00 pm

Tuesday, Aug 18th; 1:00-3:00 pm

For additional information regarding E-Doc training, you may contact Ms. Donna Bean (ddbean@pvamu.edu) or Mr. Courtney Stewart (crstewart@pvamu.edu) at 261-1902.

MLH: pgs

xc: Dr. George Wright

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