



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 1, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-02
Distributed via Campus Email

To: Faculty, Staff, and Students

From: Mary Lee Hodge
Vice President for Business Affairs

Re: URGENT – September 1, 2009 Payroll Issued By Check

Please be advised that the September 1, 2009 payroll that was paid by check (not direct deposit) was issued on the wrong bank account and the payroll checks cannot be cashed or deposited.

New payroll checks are being issued on the correct bank account and will be ready today to pick up at 1pm -5pm at the Cashier's Window WR Banks Room 125. A picture ID will be required to pick up the check. Please bring the original payroll check and the Cashier's will give you the correct check.

If you cannot make it to the Cashier's window by 5pm, Payroll Services will stay late. If you need for us to overnight your check to you or stay late, please call 936-261-1904 or email flroberston@pvamu.edu and ddmanuel@pvamu.edu

If you have already cashed the check with a check cashing company please inform Frances Robertson immediately.

If you should incur any bank charges because of this error, please send copy of charges to Frances Robertson at flrobertson@pvamu.edu or you may call her at 936-261-1922.