



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 7, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-26
Delivered via Campus Email

To: All Employees

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Document Retention Compliance in Business Affairs

Prairie View A&M University strives to ensure that it is compliant with the Texas A&M University System Regulations regarding document retention rules. The departmental offices of Financial Accounting, Reporting & Procurement (FARP) will be closed for clean up on Friday, November 13, 2009. The FARP department includes Purchasing, Financial Accounting, and Fixed Assets. In order for the departments to provide you with the same exemplary services you are accustomed to, we are requesting that you submit any or requests before the closing dates of the offices. The following closing dates will be observed:

Normal office operations will resume the following business day. If you have any questions regarding this update, you may contact me via email at mlhodge@pvamu.edu or 936-261-2150. Thank you in advance for your understanding of our need to have this dedicated time.