



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 5, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 10-50

Distributed via Campus Email

To: All Employees

From: Mary Lee Hodge  
Vice President of Business Affairs

Re: FAMIS Exempt Document (E-Doc) Implementation

FAMIS Exempt Document (E-Doc) processing is now functional and available for use in processing payment requests for registration, membership fees, travel, and other designated exempt categories as listed in the procedures manual. FAMIS E-Doc functionality is for processing purchase requests that do not require review or approval by Procurement or 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.

Below are upcoming E-Doc training dates for individuals that have not received training or that would like a refresher course. Training will be held in Harrington Science Building, Room 101.

Wednesday, February 17 <sup>th</sup>	10:00 a. m. – 12:00 p.m.
Tuesday, March 9 <sup>th</sup>	8:00 a.m. – 10:00 a.m.
Wednesday, March 17 <sup>th</sup>	10:00 a.m. – 12:00 p.m.

Additional training dates are listed on the Business Affairs Training Calendar on the web at <http://www.pvamu.edu/pages/534.asp>. Individuals who received training this summer may begin submitting E-Docs immediately. Others may begin immediately after receiving training. Please notify Mr. Stewart via e-mail at [crstewart@pvamu.edu](mailto:crstewart@pvamu.edu), prior to the class date you plan to attend.

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).

You should begin submitting Exempt documents (E-Docs) immediately for all eligible expenditures (see list in procedures on the web at <http://www.pvamu.edu/pages/5309.asp>). After the training on March 17<sup>th</sup>, 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. After this date, the Procurement Office WILL NOT accept purchase requisitions for E-Doc qualified expenditures.

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

xc: Dr. George Wright

MLH: pgs

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