




# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 25, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-41  
Delivered via Campus Email

Memo To: Faculty and Staff  
From: Mary Lee Hodge   
Vice President for Business Affairs  
Re: Purchasing Office Closure

The university purchasing office will be closed on Thursday, August 3, 2006. The Purchasing Staff will be attending training classes in College Station.

Immediate departmental needs should be assessed and submitted to Purchasing by close of business on Tuesday. If an urgent purchasing need arises during the absence of the purchasing staff, you may contact Victoria Munos in Procurement Services at x-2513 or the Controller, Rod Mireles at x-3009.

Thank you in advance for your cooperation.