



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 10, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-46  
Distributed via Campus Email

TO: All Employees

FROM: Mary Lee Hodge *MLH*  
Vice President for Business Affairs

RE: Deadline for Application for Full Employee Waiver

The deadline to turn in applications for the full time employee waiver for Summer 2006 is August 21, 2006. **No applications will be processed after this date.** Please make sure to follow the instructions on the application and make sure that each department listed for approval checks the appropriate boxes in their section. If the appropriate boxes are not checked, the application will be returned unprocessed to the department needing to make the necessary corrections. Please keep in mind that failure to follow the instructions on the application may hinder the processing of your application and your reimbursement. Please allow ten (10) business days for processing.

An application is attached for your convenience. If you have any questions or concerns please contact Equilla Jackson at (936) 857-2419 or by e-mail at [eqjackson@pvamu.edu](mailto:eqjackson@pvamu.edu).

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