



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 21, 2005

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-04

Distributed via Campus Email

TO: All Faculty, Staff and Students

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: Friday, December 23, 2005

In recognition of your service to our University, President Wright has authorized campus offices to close at noon on Friday, December 23, 2005. Skeleton crews that are necessary will be compensated in accordance with normal holiday policy. Critical personnel, as determined by department heads, who are required to work that afternoon will be given comparable time off at another time.

Have a wonderful holiday and a safe return to campus.

Normal office operations will resume at 8:00 a.m. on Monday, January 2, 2006.

xc: President Wright
Chancellor McTeer