



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

[Today's Date]

Memorandum:

To: Account Manager

From: Adrian Sadler Supervisor, Office of Budget

Re: Deficit Notice

PVAMU Administrative Procedure 27.04.99.P0.06 requires that budget deficits be cleared. The attached Negative Balance report lists your deficit account(s). Within five (5) business days, you should process the necessary DBR or move the appropriate expenditure(s) to clear the deficit. In addition, you should complete the document below for each negative account and return it to my office.

The deficit for account number _____ will be cleared by:

The steps I will implement to avoid non-compliance in the future:

 Typed or Printed Name:

 Approved By: Dean, Director, or V.P.

 Signature of Account Manager:

Reviewed By:
 Budget Supervisor:

 Date Copy sent to
 Vice President for Business Affairs

 Signature