



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 24, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY20-23

Distributed via Campus Email

To: PVAMU Students, Faculty & Staff

From: Corey S. Bradford 
Senior Vice President for Business Affairs

Re: Fiscal Operational Changes during Covid-19 Crisis

Extended Due Date for 3rd Installment Payment for Tuition & Fees for Spring 2020

This announcement is being sent to alert you of the extended due date for the 3rd installment payment for tuition and fees for spring 2020. Due to the effects of COVID-19, the due date has been extended from April 3, 2020, to April 24, 2020, to allow students more time to make the last payment due for tuition & fees for spring 2020. Also, due to the campus remote work schedules, all payments must be made online through Panthertracks via [PVPLACE](#), mailed or placed in the nightly drop box located on the Northeast side of W.R. Banks Building. Checks, cashier checks or money orders may be mailed to PVAMU Treasury Services, P.O. Box 519, MS 1329, Prairie View, TX 77446. Please indicate the student ID number with payment and please mail insufficient time to be received by April 24, to avoid a hold being placed on the account that will prevent registration of future classes. The Cashiers will be open each **Thursday** of the week to take phone payments **only** for those that may have trouble paying on the web. You may call 936-261-1895 between 8:30 a.m. and 3:00 p.m. on Thursdays. Students may also reach the Cashier each day of the week via e-mail at cashiers@pvamu.edu to assist you with making your payment via the web or phone. If you have questions regarding your tuition & fee account, you may send them to stuar@pvamu.edu Monday through Friday or call 936-261-1890 from 8:00 a.m. to 5:00 p.m. on Monday thru Thursday of each weekday until further notice.

Campus Mail Services and Central Receiving Warehouse Service Operations

Campus Mail Services for Departments:

- Hours of Operation are M-F, 8:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.
- Normal delivery times (same day or next day) will be provided to Essential Departments, as listed in the March 19th Campus Operations Campus Announcement.
- Departments not listed as Essential in the Announcement may contact Campus Mail to coordinate delivery of mail when staff is in the office or department personnel may pick up mail in person M.T. Harrington Building; Room 312.
- **Campus Mail Contact Information**
 - Email: Campusmailcenter@pvamu.edu ; Phone: 936-261-2881
 - Charles Washington (Alternate): Email – clwashington@pvamu.edu; Phone – 936-261-1916

Central Receiving (CRW) with departments:

- Hours of Operation are M-F, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.
- Normal delivery times (same day or next day) will be provided to Essential Departments, as listed in the March 19th Campus Operations Campus Announcement.
- Departments not listed as Essential in the Announcement may contact CRW to coordinate delivery of packages when staff is in the office or department personnel may pick up packages at the Central Receiving Warehouse.
- To provide department personnel adequate time for input of PantherBuy receiving, for timely payment of invoices, we request coordination for package deliveries to occur within two weeks of package receipt by Central Receiving.
- CRW Contact Information:
 - Email - warehouse@pvamu.edu ; Phone at 936-261-1926 or 936-261-9726
 - Stephen ObaraJesus
 - James Williams
 - Angela Hoffman (Alternate): Phone – 936-261-1919
 - Charles Washington (Alternate): Phone – 936-261-1916

Taking care of our customers while practicing safe measures is our primary concern. We apologize for the limited operations at this time and we thank you for your understanding.

As always, we thank you for choosing Prairie View A&M University to further your education.