Memoranda from the Office of VPBA 08-09

Memo FY09-01 Appointment Processing Deadline

Memo FY09-02 Pro Card Usage & Updates

Memo FY09-03 Hurricane IKE

Memo FY 09-05 Accountable Property Officers

Attachment: Accountable Property Officers

Memo FY 09-06 Fraud Notification

Memo FY 09-07 External Employment

Memo FY 09-08 Compensatory Time Exempt and Non-Exempt Employees

Memo FY 09-09 Open Records Public Information Requests

Memo FY 09-10 FY 2009 HUB Program

Attachment: FY09 HUB GOALS
Memo FY09-11 FAMIS Monthly Statements

Memo FY 09-13 Update to TAMU System Regulations

Memo FY 09-14 Tuition & Fee Changes for 2009-2010 Fiscal Year

Attachment: Fee Request and Update FY2009

Memo FY 09-15 Travel Services Training

Memo FY 09-16 New Long Distance Calling Agreement

Memo FY 09-17 Children and Unauthorized Visitors in Classrooms, Laboratories, Study Areas, Work Areas and Student or Employee Lounges

Memo FY 09-18 Enterprise Rental – Vehicle Return Policy

Memo FY09-19 Health & Financial Fair – “Balancing your Health & Wealth”

Memo FY09-20 Installment Reminder for Tuition & Fees

Memo FY09-21 Inventory Audits for Fiscal Year 2008

Attachment: Inventory Schedule for FY2009

Memo FY09-22 Document Retention Compliance

Memo FY09-23 University-wide Phishing Scam
Memo FY09-24 **HUB Program**

**Attachment:** FY 2008 Annual HUB Report

Memo FY09-25 **Employee Performance Review for Non-Faculty Employees**

**Attachment:** Performance Evaluation Supervisor | Performance Evaluation Employee

Memo FY09-26 **Travel Reimbursements Deadline for end of Calendar Year**

Memo FY09-27 **January 2, 2009 Monthly Payroll Pay Date**

Memo FY09-28 **Staff Appreciation Holiday Luncheon and Award Program**

**Attachment:** Holiday Luncheon

Memo FY09-29 **Time Traq Due Date Change**

Memo FY09-30 **Deadline for Application for Full-Time Employee Waiver**

Memo FY09-31 **Workshop “Impacting Policy-Impacting People” on December 17, 2008**

Memo FY09-32 **Payroll Earning Statements**

Memo FY09-33 **Holiday Season Safety Tips**

Memo FY09-34 **Replace of 15KV High Voltage Underground Switches**

Memo FY09-35 **Resurfacing Roads on PYAMU Campus**
Memo FY09-36 REMINDER: Document Retention Compliance

Memo FY09-37 Update to TAMUS System Regulation

Memo FY09-38 State Mileage Reimbursement Rate Decrease

Memo FY09-39 Office Closure - Custodial Staff January 13, 2009

Memo FY09-40 Print Quota Policy

Memo FY09-41 Resurfacing Roads on PVAMU Campus

Memo FY09-42 Extended Training Dates for Performance Evaluations

Memo FY09-43 Tree Pruning Project

Memo FY09-44 Update to TAMUS System Regulation

Memo FY09-45 Student Bill Payments – WEB Payments Made Easier

Memo FY09-46 Update to Indirect Cost (IDC) Procedure, 20.07

Attachment: 20 07 Distribution and Use of Indirect Cost

Memo FY09-47 Cashier Closings

Memo FY09-48 Update to TAMUS System Regulation

Memo FY09-49 Enterprise Rental Car
Memo FY09-50 Road Closures for Street Resurfacing

Memo FY09-51 Public Hearing on Tuition and Fees

Memo FY09-52 Maintenance for IT Services

Memo FY09-53 Web Calendar

Memo FY09-54 REMINDER - Cash Disbursement Training

Memo FY09-55 Summer 2009 Schedule and Dress Code

Memo FY09-56 Update to TAMUS System Regulation

Memo FY09-57 Update to TAMUS System Regulation

Memo FY09-58 Office Closure – Budget Office (March 5-6, 2009)

Memo FY09-59 EPA Training Scheduled for March 5, 2009

Memo FY09-60 CPR, First Aid and Automatic External Defibrillators (AED)

Memo FY09-61 March is Workplace Eye Safety and Health Month

Memo FY09-62 REMINDER: March 18, 2009 - Document Retention Compliance

Memo FY09-63 Microsoft Office 2007 Deployment and Training Schedule

Memo FY09-64 Installment Reminder for Tuition & Fees
Memo FY09-65 **Campus Wide Paper Agreement for Letter-size Paper**

Memo FY09-66 **Update to TAMUS System Regulation**

Memo FY09-68 **Office of Compliance Training on Internal Controls**

Memo FY09-70 **Software Purchase Program for FT Faculty & Staff**

Memo FY09-71 **Friday April 10, 2009 Payroll Check Distribution**

Memo FY09-72 **Certification of Departmental Compliance on Records Management**

Memo FY09-73 **Swine Flu Facts and Resources**

Memo FY09-74 **The ABCs (and D) of Fire Extinguisher Safety**

Memo FY09-75 **Panther Alert System (PAS)**

Memo FY09-76 **Customer Appreciation**

Memo FY09-77 **Workshop “Guidance for a Successful Outcome” on May 20, 2009**

Memo FY09-78 **PV PAWS - Now Captures Temporary and Summer Hires**

Memo FY09-79 **REMININDER - Summer 2009 Schedule and Dress Code**

Memo FY09-80 **Enterprise Rent-a-Car Policy Update**

Memo FY09-81 **Update to TAMUS System Regulation**
Memo FY09-83 Preventive Maintenance for Network Services

Memo FY09-84 Travel Advances will No Longer be Available for Employee Travel

Memo FY09-85 June is National Safety Month

Memo FY09-86 FAMIS/Canopy Training

Memo FY09-87 University-wide Phishing Scam Alert

Memo FY09-88 A. I. Thomas Administration Building Parking Lot Project

Memo FY09-89 2009 HUB Vendor Fair – “It’s A HUB World”

Memo FY09-90 Update to TAMUS System Regulation

Memo FY09-91 Scheduled Maintenance for PVAMU Website

Memo FY09-92 Update to TAMUS System Regulation

Memo FY09-93 Emergency Kits for Texans with Disabilities and Special Health Care Needs

Memo FY09-94 Biweekly Payroll Pay Date June 19, 2009

Memo FY09-95 FAMIS Exempt Document (E-Doc) Implementation and Training Schedule

Memo FY09-96 PVAMU Business Continuity Plan (BCP)

Memo FY09-97 PVAMU 2009 Surplus Property Sale