



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 8, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 08-30
Distributed via Campus Email

TO: President, Vice Presidents, Deans and Department Heads
FROM: Mary Lee Hodge
Vice President of Business Affairs
RE: Departmental Budget Request (DBR) Training Sessions

We will be fully implementing the new Departmental Budget Request (DBR) process at Prairie View A&M University. DBR will replace the current Budget Transfer (Request) Form. DBR is a web-based budget transfer entry application that is integrated with TAMUS', Canopy and FAMIS applications. DBR provides an easy-to-use method for units to create, submit and approve budget requests electronically.

Each department must attend a training session before being activated for DBR. The two levels of training we will provide are: "Department Creator" and "Department Approval". Listed below are training sessions for the month of February. Training will be held in the Harrington Science Building, Room 101. Each training session will accommodate twenty (20) people. Please contact Mrs. Dianne Alexander at dtalexander@pvamu.edu or Ms. Onika Edwards at okedwards@pvamu.edu to provide the name(s) of the attendee(s) and to confirm the sessions your department will attend.

<i>February Departmental Budget Request Training Schedule</i>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
February 12, 2008	2:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
February 13, 2008	3:00 p.m. – 5:00 p.m.	Harrington Science, Room 101
February 18, 2008	3:00 p.m. – 5:00 p.m.	Harrington Science, Room 101
February 19,2008	10:00 a.m. – 12:00 p.m.	Harrington Science, Room 101
February 20,2008	1:00 p.m. – 3:00 p.m.	Harrington Science, Room 101
February 21,2008	1:00 p.m. – 3:00 p.m.	Harrington Science, Room 101
February 25,2008	3:00 p.m. – 5:00 p.m.	Harrington Science, Room 101
February 26,2008	10:00 a.m. – 12:00 p.m.	Harrington Science, Room 101
February 27,2008	1:00 p.m. – 3:00 p.m.	Harrington Science, Room 101
February 28,2008	1:00 p.m. – 3:00 p.m.	Harrington Science, Room 101

xc: Mr. Rod Mireles
Ms. Betty Ricks-Harris
Ms. Dianne Alexander
Ms. Onika Edwards