



September 1, 2020

TO: Texas A&M AgriLife Business Contacts

SUBJECT: Reminder for the FY21 Accounts

As a reminder, the 2021 fiscal year will not be open/active until after Friday, September 4<sup>th</sup>. AgriLife Purchasing will run a report on Monday, September 7<sup>th</sup>, to pull and update POs containing FY21 project zero accounts. We will be reaching out to departments next week, as needed, to obtain correct FY21 account information for those POs. If departments used any account other than their project zero account to hold their encumbrance for FY21 and need to have the account modified, they should send a comment on the PO in AggieBuy to Lindsay Weber with the line item and account number they need modified.

Should you have any questions and/or concerns, please contact Lindsay Weber, 979-845-2898, [lrweber@ag.tamu.edu](mailto:lrweber@ag.tamu.edu).

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