M E M O R A N D U M

November 20, 2003

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **HOLIDAY SCHEDULE - 2003**

In observance of the Thanksgiving Day Holiday, the mainframe computer applications will be inactivated according
to the following schedule:

November 26, 4:30 p.m.	MSAF Finance System (including Purchase Approval System) inactivated
	S & D Purchase System (including Purchase Approval System) inactivated
6:00 p.m.	Payroll and Personnel Systems will be inactivated
11:00 p.m.	All remaining systems will be inactivated Information Technology Services Closes
November 27, 28, 29, 30	Information Technology Services Closed
November 30 11:00 p.m.	Information Technology Services Opens
December 1, 5:30 a.m.	Online systems will be available

Questions regarding this memo should be directed to Support Services at 305-995-3705(0).