

MEMORANDUM

***** SECOND NOTICE *****

TO: All Locations
FROM: Information Technology Services (ITS)
SUBJECT: **MEMORIAL DAY – HOLIDAY SCHEDULE 2003**

In observance of the Memorial Day holiday, the mainframe computer system will be inactivated according to the following schedule:

| | |
|--------|--|
| May 24 | 4:00 P.M. – All online systems will be inactivated |
| May 25 | Closed |
| May 26 | Closed for holiday |
| May 26 | 11:00 P.M. – ITS Opens |
| May 27 | 5:30 A.M. – All online systems will be available |

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