

MEMORANDUM

TO: All Locations

FROM: Information Technology Services

SUBJECT: **ITS PROCESSING AND SYSTEM AVAILABILITY**

Due to the impending threat from Hurricane Frances, ITS will be inactivating the mainframe computer at 12:00 noon, today Thursday, September 2, 2004. All CICS applications will be unavailable. In addition, any reports that have been order via the Online Report Request System or Transcripts that have been ordered will not be available until Wednesday, September 8, 2004.

We apologize for any inconvenience this may cause.