



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

May 17, 2018

MEMORANDUM

To: Honorable Russell Begaye, President
NAVAJO NATION

Honorable Lorenzo Bates, Speaker
NAVAJO NATION COUNCIL

Honorable JoAnn Jayne, Chief Justice
NAVAJO NATION

From:



Pearline Kirk, Controller
OFFICE OF THE CONTROLLER

Subject: On Line Purchase Requisitions

The Office of the Controller is moving forward with automation of services. As you are aware, the automation feature of Purchase Requisitions is and has been available for some time. Programs who are currently automated i.e. Program for Self Reliance (TANF) have less wait times for Purchase Orders, faster turnaround times for processing payments/checks and no audit findings. The success of this program shows that automation does improve services.

OOC has identified the dates below to have all requisitions entered on line, by your staff, into the Financial Management Information System (FMIS). If your offices need assistance with registering for access please contact your Training Coordinators immediately to get them signed up. In most cases, we have the role of Requisitioners identified, it's the role of Approvers who will need to register and complete the training process. Your programs must identify these individuals that are initiating, approving, receiving, and voucher matching the requisitions. These individuals must be able to pass the training before obtaining access. Access is implemented as a unit and granted when all these roles are fulfilled.

This is formal notification that OOC will no longer accept the paper Purchase Requisition forms from Programs/Departments/Divisions/Branches effective the dates below. Any paper forms received will be returned to the program for input directly into the system.

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	Division/Branch	Date
1	Division of Health/Ofc of the President & Vice Pres	July 6, 2018
2	Division of Social Services	July 13, 2018
3	Division of Public Safety	July 20, 2018
4	Division of Natural Resources	July 27, 2018
5	Division of General Services	August 3, 2018
6	Division of Human Resources	August 10, 2018
7	Division of Community Development	August 17, 2018
8	Division of Economic Development	August 24, 2018
9	Division of Dine Education	August 31, 2018
10	Navajo Environmental Protection Agency	September 7, 2018
11	Navajo Department of Transportation	September 14, 2018
12	Navajo Department of Justice	September 21, 2018
13	Office Navajo Tax Commission	September 28, 2018
14	Office of Management and Budget	September 28, 2018
16	Legislative Branch	October 5, 2018
17	Judicial Branch	October 5, 2018

Should you have any questions please call the FMIS system office at 928-871-6337 or email support@nooc.org. Thank you.

xc: *Division Directors*
Clara Pratte, Chief of Staff OPVP
Steven Etsitty, Administrative Director Judicial Branch
Pete Ken Atcitty, Chief of Staff, Legislative Branch
Accounting Managers, OOC