

THE NAVAJO NATION

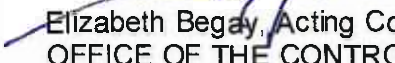
JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



December 22, 2022

MEMORANDUM

To: Navajo Nation Programs/Departments/Divisions

From:  Elizabeth Begay, Acting Controller
OFFICE OF THE CONTROLLER

Date: December 22, 2022

Subject: Travel Authorization Forms

The Office of the Controller Accounts Payable section is transitioning to automated Travel Authorization Forms. OOC Accounts Payable Section will no longer give out paper NCR TA forms. Navajo Nation programs are requested to use the fillable TA form posted on the OOC website <https://www.nnooc.org/default.htm>.

OOC is working on converting into an electronic TA from FMIS that will go live by the first week of January 2023. There will be an online course requirement to access the electronic TA. Upon completion and obtaining user certification, security will be granted to access the electronic TA form.

Please inform your staff of these changes. Should you have any questions, please contact Laura Johnson at 928-871-6510 or lajohnson@nnooc.org.

Thank you.

CC: Judicial Branch
Legislative Branch