

# THE NAVAJO NATION




JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

## MEMORANDUM

June 21, 2018

TO : Navajo Nation Branches, Division, and Department  
and Programs

THROUGH :   
Pearline Kirk, Controller  
Office of the Controller

FROM : Janice Haskie, Accounting Manager   
Purchasing Services, Office of the Controller

SUBJECT : Fiscal Year 2019 Year-End Closing Timeline

This memo will serve as notification to all concerned that the following year end processing dates for the closing of the Fiscal Year 2019 activities for all General Funds programs which fund term ends on September 30, 2019. **The FMIS System will be unavailable September 30, 2019, therefore this will be the only notice provided from the Office of the Controller.** Please plan ahead as it is not guaranteed that your documents will be processed. The limiting factor depends on the workload. This is customary for the entire Navajo Nation for many years.

All managers and supervisors are required to follow and enforce the following schedule:

<u>EXPENDITURE INSTRUMENTS</u>	<u>CUT-OFF DATES BY 5:00PM</u>
Budget Transfers (submitted, entered prior to PR)	August 30, 2019
Purchase Requisitions and including OR's (stamped by Purchasing)	September 06, 2019
Travel Authorizations (TA advances)	September 06, 2019
Travel Reimbursement Claims	September 06, 2019
Stationery Supply Orders (SSO)	September 06, 2019
Purchase Orders	September 13, 2019
Contractual Agreements Fully executed By NN President	September 20, 2019
Request for Direct Payment (RDP policy applies)	September 13, 2019
P-Card – last day to use the purchase card @5pm	September 13, 2019
Field Cash Collection – 3pm	September 25, 2019
Receiving Reports	September 24, 2019
Merchant Card Payments (12:00 pm)	September 27, 2019
Inter- Departmental Charges Requisitions (ICR) (i.e. photocopying, postage, vehicle rental etc.)	September 20, 2019
Cash Receipts – (invoice matching due 12 pm.) (Treasury ACH payment & all others over the counter cash payment due 12 pm.)	September 27, 2019
JV request (General Fund)	September 27, 2019 October 11, 2019

REMINDERS

\* All purchase orders will close or cancel on September 30, 2019, no carry forwards.

\*\*The last day to use the purchase card will be Friday, September 13, 2019 for all FY'19 expenditures to post by September 20, 2019.

Cycle End Date	; September 18, 2019
Reminder Period	; September 19 – 22, 2019
Grace Period	; September 23, 2019
Approval Period	; September 24 - 25, 2019
Down Load	; September 26 - 29, 2019

This will close out All FY'2019 Purchase Card expenditures.

Some external contracts and grants (i.e. business unit numbers beginning with the letter K) will also be terminating on September 30, 2019 and shall adhere to the deadlines set forth in memorandum.

**Distribution**